



## HVAC EQUIPMENT REPLACEMENT

1. Complete a Building Permit application. Under Project Information check other and then note in Scope of Work, replace HVAC Equipment.
2. The Contractor must be registered with the City of Groveland, if not, have the Contractor complete a Contractor Registration Form and submit with permit application.
3. If the cost of the project is over \$2,500 then complete and file a Notice of Commencement (NOC) and submit a certified copy of the NOC with the permit application.
4. Read the attached A/C Checklist.
5. Read and complete the attached HVAC Matching Equipment Certification.
6. You may email or bring your permit application to the Building Department. If you are emailing the permit you must also attach the necessary forms.
7. Once your permit is approved you will be notified and will need to come to the Building Department to pay for and receive your permit.
8. Your permit card and accompanying paperwork, including the NOC, must be posted on site the day of the inspection. The permit card has the email address to schedule your inspections.
9. If you have questions please contact the Permitting Department by email - [permitting@groveland-fl.gov](mailto:permitting@groveland-fl.gov) or by phone at 352-429-2141