



## Permit Type: Air Conditioning for Roof (Remove and Reset ONLY)

COMPLETE THE FOLLOWING STEPS TO OBTAIN AN ePERMIT

1

### GATHER DOCUMENTS

#### Required Documents for Permit Application

- [Uniform Building Permit Application](#) completely filled out and notarized
- [Air Conditioning Replacement Sheet](#) completely filled out with electrical information and signed by the contractor, if it is the same equipment mark on the replacement sheet "reinstalling existing equipment"
- Equipment AHRI Certification sheet
- Product approvals or engineered details for attachment of the equipment

Note: If property is located in a Historic District additional documents, review and approval may be required.

\*Please note: This checklist is not intended to be *all-inclusive*. Due to changes in codes, regulations, and ordinances, other requirements may apply.

## 2

### APPLY FOR PERMIT

#### **Apply for ePermit**

Work that does *NOT* require a design professional's seal, should be applied for via [email](#). The Required Documents *must* be:

- PDF form at a resolution of 300 DPI or better
- *Clearly* named
- *Separately attached* to email
- Total megabytes per email shall not exceed 20 megabytes

Keep in mind, when applying via email, each Required Document, product approval, etc., *MUST* each be submitted as a clearly named separate attachment to email. Include permit type from the checklist and job address in subject line of email.

**Email** [ePermits@hollywoodfl.org](mailto:ePermits@hollywoodfl.org)

## 3

### MONITOR PROGRESS

#### **Monitor Permit Application**

Once the Permit Application is accepted for review, it will be automatically routed to the required disciplines. You are responsible to go online and monitor your Permit Application. This can be done by signing up for [automatic notifications or logging in regularly](#).

Each plan reviewer (for the required disciplines) will either approve, conditional approve (CA) or deny the Permit Application. Should it be denied by a discipline, comments will be provided. It is your responsibility to address each comment by submitting corrections to the Permit Application along with a response sheet to each comment via email.

Corrections may include, but are not limited to, revised plans, correction to required documents, photographs, etc.

## 4

### FEES AND PERMIT ISSUANCE

#### **Pay for and Issuance of an ePermit**

If needed, you can obtain a free estimate of the [Permit Cost](#). When the Permit Application is approved and ready for issuance, fees should be [paid online](#). When paying online, please allow 24 hours to process the payment prior to receiving the completed permit package along with the Inspection Reference Log and Building Permit Card.

## 5 INSPECTIONS

### Call for Inspections

Now that you have received your official Building Permit, work on the job site can begin. It is your responsibility to schedule the necessary Inspection(s). This can be done [online](#) or by calling the automated inspection scheduling line 954.921.3646.

After 9:00 a.m. on the morning of your scheduled inspection find out who the inspector is [online](#); inspection results can be viewed in the late afternoon, as well.

## 6 CLOSE PERMIT

### Closing Your Permit

The approved final inspection will automatically close your permit. In addition, a Certificate of Completion (C/C) may be obtained by completing this [Request form](#) and emailing it to [ePermits@hollywoodfl.org](mailto:ePermits@hollywoodfl.org). Include permit type, (the words) close permit and job address in the subject line of the email.

## Have Questions?

1. **Email** [bldgpermit@hollywoodfl.org](mailto:bldgpermit@hollywoodfl.org)
2. **Phone** 954.921.3335
3. **In Person** Ask questions directly to Plan Reviewers during Informational Courtesy Hours  
Tuesday and Thursday, 7:30 a.m. - 10:30 a.m.  
All other inquires, 7:00 a.m. - 6:00 p.m.

When visiting us in person you may get in our virtual line prior to arriving either [online](#), downloading the app or by texting "Hollywoodservice" to 954.241.1105 to reserve your spot in line.

All other inquires, 7:00 a.m. - 6:00 p.m.  
2600 Hollywood Blvd.  
Hollywood, FL 33022  
Second Floor

