

## **Mechanical Permit Information**

### **When is a Mechanical Permit Required:**

The School District requires a mechanical permit before mechanical equipment (greater than three tons or with duct work) is installed, altered, or replaced. Examples of other mechanical installations are replacement of boilers; installation or replacement of gas equipment; and replacement or installation of gas water heaters.

### **Board Maintenance Shops can do the following work with an annual maintenance permit:**

Install A/C units of less than 3 tons not connected to duct work and not requiring any structural or electrical changes.  
Replacing like units with like units without any electrical changes.

### **Mechanical Plans Must be Submitted for Review for the following:**

(Minimum plan size is 18" x 24" with 1/8" scale, min. 1/4" scale for details)

1. New, renovated or remodeled buildings.
2. Complete HVAC systems and A/C units, heat pumps, rooftop units or exhaust fans.
3. Relocation of 10 or more diffusers.
4. Addition of fan coil units.
5. All hoods (Type I and II).
6. Gas piping.
7. Any penetration of fire resistive construction.
8. All spray booths.

### **Submit Six Copies of the following for Mechanical Plan Review:**

Reflected ceiling plan showing and identifying ductwork, equipment, piping, supply diffusers, return air grilles and fire dampers.

Roof plan showing equipment, ductwork, vents, roof access and equipment screening.

Engineered structural gravity and/or lateral force calculations for all rooftop units.

List of equipment and schedule.

Energy sizing calculations.

Florida VIAQ 51-13 WAC calculations for outside air.