



Ormond Beach Building Department
22 South Beach Street
Ormond Beach, FL. 32775
(386) 676-3233 • Fax (386) 676-3361

HVAC PERMITTING

Section 105.2.1 of the Florida Building Code allows equipment replacement and repairs to be performed when an emergency condition exists as long as the permit application is submitted the next working business day. To document the emergency and to remove confusion regarding un-permitted activity, this form needs to be completed and faxed to the Chief Building Official’s office support prior to work commencing. We will allow a maximum time period of **72 hours** from notification to submit the permit application given the complexity of the new load calculation requirements. This form must be received in this office **BEFORE WORK IS COMMENCED** so that we may notify **Neighborhood Improvement and they know we are aware of the emergency.** If we hear from Neighborhood Improvement before we hear from you the permit fee will be doubled.

Emergency Equipment Replacement or Repair Understanding and Agreement

I attest that the HVAC work described below qualifies as an Emergency repair per section 105.2.1 of the current Florida Building Code.

Description of Work: _____

I agree to indemnify and hold harmless, the City of Ormond Beach, its officers, agents, or employees from and against any and all claims, demands, loss or liability of every nature connected with performing work without first obtaining the proper required permit(s).

I agree, as per 105.2.1 FBC-B, and as amended by the City of Ormond Beach, to apply for the permit within 72 hours of notification, providing all applicable documents required by the Code for review and permit record (Including but not limited to: matched system documentation (101.4.7 FBC-E), system sizing calculations (403.6.1 or 503.2.1 FBC-E) and wind resistance documentation for commercial projects (301.12 FBC-M)). We will not accept a partial application.

Date and time of notice to Building Division: _____

Company Name:			
Contractor’s Name:		License #:	
Contractor’s Signature:			
Contact Phone Number:			
Street Address of Project:		Apt. or Unit #:	
City:			

Note: An agent may sign this form on the contractor’s behalf provided that an agent authorization form signed by the contractor is faxed to this office in addition to this document.

The current Florida Building Codes can be viewed @ http://www2.iccsafe.org/states/florida_codes/

Fax completed form(s) to the Building Department @ (386) 676-3361