



## BUILDING DEPARTMENT

201 SE 3<sup>rd</sup> St, OCALA, FLORIDA 34471

(352) 629-8421

affidavitinspections@Ocalafl.org

*City of Ocala*

### **Virtual Inspection of A/C Change-outs**

Until now final inspections for A/C Change-outs have been conducted in person. Scheduling a time when an owner can be present to allow access for an inspection can be inconvenient for the homeowner. Given the circumstances and direction being suggested amid the current Covid-19 virus, we have modified our procedures to limit personal interactions. Thus, the City will provide virtual inspections of A/C change-outs, reducing the risk of personal contact between residents and inspectors, and providing convenience for property owners.

Attached is a four page Inspection Checklist/Affidavit titled "Final Inspection for A/C Change-outs" that contractors will complete and submit with photos of the installation. Here is how it will work:

1. The contractor will pull the necessary permits.
2. After the installation is complete, the contractor will take photos that show each of the items listed on the checklist. Some photos show more than 1 of the items in the checklist.
3. Depending on the location of the air handler, the contractor will fill out the appropriate section of the checklist, and then fill out the affidavit and have it notarized.
4. The contractor will then send the photos and the affidavit to the City of Ocala where a building inspector will review them and enter the appropriate results.  
(affidavitinspections@Ocalafl.org)



## BUILDING DEPARTMENT

201 SE 3<sup>rd</sup> St, OCALA, FLORIDA 34471

(352) 629-8421

affidavitinspections@Ocalafl.org

# City of Ocala

## Final Inspection for A/C Change-outs

Permit # \_\_\_\_\_ Address: \_\_\_\_\_

*(This part of the inspection is performed inside)*

### If Air Handler is located on a floor in living space

- \_\_\_\_\_ Accessible location for Air Handler – FBCM 306.2, FBCRM 1305.1.2
- \_\_\_\_\_ Duct penetration through the ceiling is sealed properly – FBCEC-C 403.2.9.3.2, FBCEC-R 403.3.2
- \_\_\_\_\_ Refrigeration lines are insulated – FBCM 1107, FBCRM 1301.3, FBCREC R-403.4
- \_\_\_\_\_ Condensation lines have an accessible cleanout – FBCM 307.2.5, FBCRM 1411.3.3
- \_\_\_\_\_ Proper Air Handler platform – FBCM 306.3, FBCRM 1305.1
- \_\_\_\_\_ Has a disconnect in location or within sight – NEC 110.26 or a lockout – FBCR Table 4101.5
- \_\_\_\_\_ Check manufacturer's required Amp rating of breakers – Per manufacturer (see label on unit)
- \_\_\_\_\_ Has a new thermostat – FBCEC 403.1 & 403.2 Unless exempt under R101.4.2
- \_\_\_\_\_ 503.7 Protection against decay and termites. Condensate lines and roof downspouts shall discharge at least 1 foot (305 mm) away from the structure sidewall, whether by underground piping, tail extensions, or splash blocks. Gutters with downspouts are required on all buildings with eaves of less than 6 inches (152 mm) horizontal projection except for gable end rakes or on a roof above another roof.

Photo

Photo

- \_\_\_\_\_ 1522.3.5 Condensate lines shall not drain on the roofing system or any of its components. Condensate lines need not comply with the minimum clearance requirements.

### If Air Handler is in the attic

- \_\_\_\_\_ Has platform for servicing Air Handler – FBCM 306.3, FBCRM 1035.1.3
- \_\_\_\_\_ Has primary and secondary drain lines – FBCM 307.2.3, FBCRM 1411.1.3
- \_\_\_\_\_ Has required 2nd drain pan with float switch – FBCM 307.2.3(4), FBCRM 1411.1.3(4)
- \_\_\_\_\_ Refrigeration lines are insulated – FBCM 1107, FBCRM 1301.3, FBCREC R-403.4
- \_\_\_\_\_ Condensation lines have an accessible cleanout – FBCM 307.2.5, FBCRM 1411.3.3
- \_\_\_\_\_ Has a disconnect in location or within sight – NEC 110.26 or a lockout – FBCR Table 4101.5
- \_\_\_\_\_ Check manufacturer's required Amp rating of breakers – Per manufacturer (see label on unit)
- \_\_\_\_\_ Has a new thermostat – FBCEC 403.1 & 403.2 Unless exempt under R101.4.2

Photo



**BUILDING DEPARTMENT**

201 SE 3<sup>rd</sup> St, OCALA, FLORIDA 34471

(352) 629-8421

affidavitinspections@Ocalafl.org

# City of Ocala

*(This part of the inspection is performed outside)*

**Condenser Unit**

- \_\_\_\_\_ Condenser Unit has adequate space from structure for ventilation
- \_\_\_\_\_ Condenser Unit is adequately secured to a pad and elevated 3" above grade – FBCM 301.1.5, FBCRM 1307.2
- \_\_\_\_\_ Refrigeration lines are insulated – FBCM 1107, FBCRM 1301.3, FBCEC R-403.4
- \_\_\_\_\_ Insulated lines are protected with UV protective coating – FBCEC C-403.2.9.1.2, FBCEC R-403.4.1
- \_\_\_\_\_ Holes in wall where refrigeration lines penetrate are sealed tight – FBCM 301.17
- \_\_\_\_\_ Has a disconnect in location or within sight – NEC 110.26 or a lockout - FBCR Table 4101.5
- \_\_\_\_\_ Has locking access port caps installed – FBCRM R-1411.8
- \_\_\_\_\_ Check manufacturer’s required Amp rating of breakers – Per manufacturer (see label on unit)
- \_\_\_\_\_ Check to see if breaker sizes in Electric Panel meet the manufacturer’s requirements

Photo

**FBCM – Florida Building Code – Mechanical**  
**FBCRM – Florida Building Code – Residential Code – Mechanical**  
**Chapters FBCEC – Florida Building Code – Energy Conservation Code**  
**NEC – National Electric Code**

**Inspector’s Initials:** \_\_\_\_\_ **Inspector’s ID:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**BUILDING DEPARTMENT**

201 SE 3<sup>rd</sup> St, OCALA, FLORIDA 34471

(352) 629-8421

affidavitinspections@Ocalafl.org

# City of Ocala

## LICENSED AIR CONDITIONING OR MECHANICAL CONTRACTOR AFFIDAVIT FOR A/C CHANGEOUT INSTALLATIONS

Re: Permit No. \_\_\_\_\_

From: \_\_\_\_\_ (Contractor)

\_\_\_\_\_ (Contractor's

Address)

\_\_\_\_\_ (Owner/s Name)

\_\_\_\_\_ (Pr

operty Address) CERTIFICATION: (Please check all that apply)

\_\_\_ Certification of Air Handler (CU) Changeout.

\_\_\_ Certification of Condenser Unit (CU) Changeout.

\_\_\_ Other \_\_\_\_\_

I, \_\_\_\_\_, am certified as an air conditioning or mechanical contractor (License No. \_\_\_\_\_) and do hereby certify that all installation work (as indicated above) has been performed at the above address in accordance with the Florida Building Code, as amended, and Manufacturer's Specifications. I understand that the Building Official reserves the right to provide inspections connected to this permit if deemed necessary. I have notified the owner of the property of this affidavit.

\_\_\_\_\_  
Signature of Qualifier

\_\_\_\_\_  
Date

STATE OF FLORIDA, COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ (date) by

\_\_\_\_\_, who is personally known to me or who has produced

\_\_\_\_\_ (type of identification) as identification and who did

(did not) take an oath. (SEAL)

\_\_\_\_\_, Notary Public

AHU serial number \_\_\_\_\_

CU serial number \_\_\_\_\_

\*Contractor must provide photo documentation indicating the following (See also attached checklist):



## **BUILDING DEPARTMENT**

201 SE 3<sup>rd</sup> St, OCALA, FLORIDA 34471

(352) 629-8421

affidavitinspections@Ocalafl.org

# *City of Ocala*

1. AHU data plate(s) including model number, serial number, and electrical data.
2. AHU front view showing piping and float switches and disconnect.
3. AHU duct connections (all sides).
4. CU data plate.
5. CU showing tie-downs, protected insulation and locking refrigerant caps.
6. CU area view showing location of disconnect.
7. Electrical panel and all disconnects number with appropriate circuit breakers clearly labeled.
8. AHU and CU units numbered for projects with multiple systems.
9. All Gas regulators are vented as required from equipment. 3' for Natural gas and 5' for L.P gas. NFPA 54, 58