



CITY OF PORT ORANGE

v2.2014

Community Development Department, Building Division

1000 City Center Circle, Port Orange, FL 32129

Tel: (386) 506-5602

www.port-orange.org

buildingpermits@port-orange.org

HVAC PERMITTING

EMERGENCY CHANGE OUT

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 permitted application is submitted the next working business day. To document the emergency and to remove the confusion of unpermitted activity, this form needs to be completed and faxed to the City of Port Orange Building Division 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 COMMENCES** so that we may notify Code Enforcement and they know we are aware of the emergency. If we hear from Code Enforcement before we hear from you all applicable fees will be applied.

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 Port Orange (its officers, agents, employees, or assigns) 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 Port Orange, 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). The City will not accept a partial application.

Company Name:

License No.

Phone No.

Qualifier's Name:

Qualifier's Signature:

Street Address of Project (including unit number)

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 at http://www.iccsafe.org/states/florida_codes/

FAX COMPLETED FORM(S) TO THE BUILDING DIVISION AT (386)506-5699.

FOR OFFICE USE ONLY

Date and time of notice to Building Division