



**Town of Longboat Key  
Planning, Zoning and Building Department**

501 Bay Isles Road  
Longboat Key, Florida 34228  
941-316-1966  
941-316-1970 FAX

**BUILDING PERMIT REVIEW CHECKLIST  
FOR MECHANICAL RESIDENTIAL**

Any application for Mechanical Permit approval shall be signed and submitted by the Applicant on a form provided by the Town, and in addition shall include at least the following information, unless the Town determines that one or more of the following elements do not apply to the particular application.

**This checklist outlines requirements for: Mechanical Residential Air-Conditioner (A/C) Change-Out, Alteration, Addition, Hood System or Duct Work Only.**

Application for Mechanical Permit Approval for Mechanical Residential must include submission of the following:

- A completed Mechanical Permit Application **Attached** \_\_\_\_ **N/A** \_\_\_\_
- The cover sheet of your submitted plans is required to include the following items:
  - The Florida Building Code (FBC) 2023 Design Criteria
  - Wind Load 150 MPH Risk Factor II
  - Exposure Category D
  - Contractor's Name (Qualifier), including: Contractor's License Number; Company Name (dba); Contractor's Address; Contractor's Phone Number; Contractor's Email; the Owner's Name; and, the Job Site Address
- Provide a detailed project description for the Scope of Work **Attached** \_\_\_\_ **N/A** \_\_\_\_
- Provide a Duct Layout **Attached** \_\_\_\_ **N/A** \_\_\_\_
- Provide the elevation of the equipment **Attached** \_\_\_\_ **N/A** \_\_\_\_