



**Miami Shores Village - BUILDING DEPARTMENT**  
10050 NE 2 Ave Miami Shores, FL 33138  
305-795-2204 [www.msvfl.gov](http://www.msvfl.gov)

## **AIR-CONDITIONING EMERGENCY REPLACEMENT FORM**

The State of Florida's Building code Sec. 105.2.1 allows contractors to replace equipment in an emergency situation and submit the permit application the following business day without penalty.

### **PROCEDURE:**

A contractor replacing an air-conditioning system in an emergency must first call the Building Department or complete the attached form and submit to a Permit Technician or email to: [inspections@msvfl.gov](mailto:inspections@msvfl.gov).

Once the form has been completed and submitted to the Building Department, the contractor can then proceed with the replacement process.

The permit application must be submitted the next business day after the completion of the replacement has been made with the following supporting documentation:

- Air-conditioning replacement data sheet [ two (2) copies]
- Engineered anchoring detail.
- NOA FBCM-301.15 or wind load calculation with anchoring detail unit to curb, slab, or stand and unit paneling.

A contractor who fails to contact the Building or Mechanical Department prior to replacing an air conditioning system and performs the work without a permit will be subject to a permit fee of two (2) times the current fee.

### **CONTRACTOR INFORMATION**

Company Name \_\_\_\_\_ Contact \_\_\_\_\_  
Person \_\_\_\_\_ Phone \_\_\_\_\_  
Number \_\_\_\_\_

### **ADDRESS WHERE AIR CONDITIONING IS BEING REPLACED**

Address \_\_\_\_\_  
Suite/apt# \_\_\_\_\_ Zip Code \_\_\_\_\_