



# City of Mascotte

## **Mechanical Checklist for the following:**

Upgrading and/or relocating A/C Units, installing mini-splits, HVAC, Condensers, Air Handlers, Exhaust Hood Systems, Ductwork, Walk-in cooler/freezer, Kitchen Ventilation Elements, Pool Heat Pump, Package Units

1. COMPLETED APPLICATION – 2 PAGES
2. PROPERTY RECORDS CARD SHOWING THE OWNER MATCHES THE OWNER ON THE APPLICATION. LOCATED ON THE LAKE COUNTY PROPERTY APPRAISER WEBSITE.
3. SCOPE OF WORK
  - a. AHRI SHOWING THE UNIT MEETS THE MINIMUM EFFICIENCIES REQUIRED BY THE FLORIDA BUILDING CODE.
  - b. NEW INSTALLS: PROVIDE A DUCT LAYOUT, ENERGY CALCULATIONS, AND AC LOAD CALCULATION.
4. NOTICE OF COMMENCEMENT IF JOB COST IS OVER \$12,500.
5. OWNER/BUILDER AFFIDAVIT IF WORK IS BEING CONDUCTED BY THE PROPERTY OWNER.

**\*\*Please visit the portal to obtain the following documents if needed:**  
Product Approval Worksheet, Permit Application Notification for HOA, Notice of Commencement, & Owner/Builder Affidavit.

## **APPLY FOR YOUR PERMIT AT:**

<https://mascottefl.portal.iworq.net/portalhome/mascottefl>