

HVAC permits picture documentation in lieu of on-site inspection

The following inspection method is available as an option for permit holders during the COVID-19 Emergency while normal on-site inspections are not possible.

The alternate inspection method is as follows:

1. The permit holder will complete the installation as per the permitted scope of work.
2. The permit holder will document the installation with electronic pictures (see below).
3. Copies of the pictures will be emailed to the Building Division and identified by the address and permit number. The City email address is:
buildingforms@cityofcapecanaveral.org
4. The permit holder will schedule a final inspection through the BS&A system. The permit holder will include a comment with the inspection request indicating that electronic pictures have been sent to the Building Division.
5. On the day of the scheduled inspection, City staff will review the submitted pictures and using the pictures determine if the installation complies with Florida Building Code.
6. After receiving an approved inspection, the permit will be finalized in the BS&A system.

Pictures of the HVAC equipment in the scope of this permit are to include:

1. Picture of the issued permit for the installation.
2. Overall picture of the completed air handler installation.
3. Picture of AHU nameplate that includes the maximum overcurrent protection. The installed electric heater size must be identified on the nameplate.
4. Picture of condensate line overflow switch.
5. Picture of the AHU disconnect switch or the circuit breaker locking mechanism in the electric panel.
6. Overall picture of the condenser installation.
7. Picture(s) of tie-down straps.
8. Picture of the condenser nameplate showing the maximum overcurrent protection.
9. Picture of the refrigerant line seals.
10. Picture of the condo/apartment number on the condenser in multifamily locations.
11. Picture of the disconnect switch including the condo/apartment number in multifamily locations.
12. Picture(s) of the AHU and condenser circuit breakers in the electric panel.

Note: A single picture that clearly demonstrates the focus of more than one of the individual pictures listed above may be submitted.