



## Construction Services Division

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# Mechanical/Boiler Permit Requirements

Requirements

### When Required:

Mechanical/Boiler permits are required for all commercial and residential projects, new, existing, additions alterations, remodelings, and repairs, requiring mechanical or boiler work, petroleum product tanks and commercial range hoods, except when installation consists of the following.

1. Air cooled self-contained air conditioning units of three (3) HP (Tons) or less not attached to ducts (typical window units).
2. Air cooled self contained refrigeration equipment of one (1) HP (Ton) or less for meat, dairy, and food commodities.
3. Repairs and service to an existing installation (including residential duct work) up to one thousand dollars (\$1,000) on one job.

Special Purpose Inspection Permits. Special Purpose Inspections are required in order to obtain a certificate of partial occupancy on commercial buildings.

Permit Information

### PERMIT CAN BE ISSUED TO:

1. Qualified owner of a one or two family detached residential dwelling intended for own occupancy - must present photo ID and proof of ownership (recorded deed or tax receipt) at **Permit Center**. Owner may be required to satisfy the Chief Mechanical Inspector as to his qualifications to perform such work. Owner may be required to take a written examination. The owner, under this section, is the only person allowed to do the work. Permits for boiler work are not issued to owners.
2. Licensed mechanical, pollutant storage systems, or boiler contractors or their authorized agent(s) in accordance with the type of work covered by their respective certificates - must present photo ID at **Permit Center**.
3. Qualifying owner of a commercial building whose total construction cost is less than \$25,000.00 (including building, mechanical, plumbing, gas, and electrical work), and whose occupancy and use is for the owner and not offered for sale or lease.

Submission Requirements

### SUBMISSION REQUIREMENTS:

1. Complete the Application Form.
2. No plans are required for a straight change-out in air handlers or condensing units, or relocation of a unit that does not involve a change in the duct work, or are located inside the building.
3. Submit the following plans when the application is for installation or major alteration of system serving more than (1) occupancy, or where the total installed horsepower (tonnage) is in excess of five (5) horsepower (tonnage). The application shall be accompanied by drawings defining the intended work. Plans are not required for the change-out of an existing air handling unit that does not involve the relocation of the unit or the alteration of the existing system.  
  
Drawings accompanying the application shall contain the following data as a minimum: 18" X 24"
  - a. Plan view drawn to a scale not less than 1/8" to the foot, except that where a dimension of the buildings exceeds two hundred fifty (250) feet, a scale of 1/16" to the foot may be used, prepared in such a manner and containing such large scale partial evaluation of the system as to safety and compliance with City of Tampa Code.
  - b. Two sets of mechanical/boiler plans, including but not limited to: type of system (central, space, or window) duct layout, penetration into firewalls, dampers, smoke ventilation, condensation, drainage, ventilation system, boiler type, size and location, and pipe installation.

- c. Plan indicating the placement of all buildings on the site, the location of the property lines, and the location and placement of all equipment and accessories on the site external to the buildings, including any interconnection by piping or other means.
- d. Schematic or isometric diagram of all field-installed piping for water, steam, gas and/or refrigeration, related to systems installed under this chapter, showing quantity, pressure, temperature and nature of material conveyed, sizes and materials of piping, valving, safeties and accessories, to be installed.
- e. Type and capacities of all equipment including electrical requirements.
- f. Name of person responsible for the preparation of the drawings.
- g. If requested by the City, applicant for permit shall furnish not more than two copies of calculations relative to the system or part thereof including structural supports to indicate compliance with code requirements.

**Notes:** In many cases, mechanical/boiler plans are approved as part of the overall plans review process and the mechanical/boiler contractor need only apply for the permit.

Where the installation or alteration of a system consists of components in excess of fifteen (15) HP (tonnage) or if the project is designed to accommodate more than 100 persons, and where warm air furnaces exceed five hundred thousand (500,000) BTU per hour output rating, such drawings shall be prepared by and bear the impress seal of a professional engineer registered in the State of Florida.

4. If an underground or aboveground fuel tank is being installed, obtain permit from the Fire Marshal's Office. Submit the following plans when the application includes the installation of any Mechanical, Electrical and/or Concrete work in addition to the tank installation.

- a. Mechanical Work. Schematic of isometric diagram of all field-installed piping for gas, and/or mechanical equipment related to tank installation showing quantity, pressure, temperature and nature of materials conveyed, sizes and materials of piping, valving, safeties and accessories to be installed.
- b. Electrical Work. All sizes, numbers, types of all conductors to be installed in wiring enclosures; location of all connections to tanks, panelboard and/or control equipment, and all disconnects.
- c. Concrete Work. Site Plan showing location of tanks and areas to be excavated and patched including all dimensions of property lines, size of excavations and concrete areas, including containment walls and foundations.

5. If a commercial range hood is being installed, submit 2 sets of the following plans, included but not limited to:

- a. Mechanical. Floor plan showing location of hood, duct layout, duct sizes, discharge point outside of building, fresh air intake, type of extinguishing system, hood and duct supports, and type of control device.
- b. Site Plan showing property lines, parking areas, and sidewalks.

All commercial hood installations must comply with the requirement of NFPA 96.

Pay Mechanical/Boiler Permit Fee, and if applicable, Plan Review Fee.