

Seventh-day Adventist Church
FLORIDA CONFERENCE

Staying Cool

Over time it is inevitable that things will need to be replaced. There is nothing worse than having no AC in the Florida heat. However as simple as this may sound this is where we see the greatest number of violations. Any time that you replace a air conditioning system you need a permit. A permit is not required to replace a single part but if you must replace the whole system it must be done with a permit. There are many contractors that will tell you that you do not need a permit. This information is FALSE!!! And may lead to fines and future problems and delays. If you need to replace an AC unit or entire system, please do the following.

Step 1: Contact Property Development Department

These types of projects will require permits and may also need additional trades to be involved. As such property development will help guide you through the process of replacing your old or broken AC. Larger units (units 5 tons and over) will involve fire and building code upgrades and therefore may require a structural or mechanical engineer. Some project will also require plumbing as well.

Step 2: Get Repair/Replacement Quotes

Property Development requests that a minimum of 3 quotes be submitted on any given project to help the church understand the actual cost of repair or renovation. In certain cases, an architect or structural engineer may need to be consulted prior to finding a contractor. All contractors must be licensed commercial contractors in the state of Florida. Please do not sign any contracts as the church does not have the authority to do so.

Step 3: Determine Funding

Sometimes a project is expected and sometimes it is not. Prior to selecting a quote to move forward with, the church must determine it source of funding. This could include but is not limited to Surf Loans, Agency Loans, Cash On Hand or insurance payments. If your church needs a loan to cover the expense please see the Loan Policy.

Step 4: Select a Contractor

The church has the ultimate decision as to which contractor they will use as long as the contractor meets the Property Development Departments requirement for licensure and insurance. All projects must be done with permits and according to Florida building Code. Please do not sign any contract as the local church does not have the authority to do so and can cause additional expense and delay at the end of the project.

Step 5: Begin the Project

After the Contractor has been selected the property development department will work with the contractor to get the necessary permits and notice of commencements together to begin the process. It may take several weeks from the acceptance of a contract to the commencement of work.

