

**Building Department**

1769 E. Moody Blvd Bldg 2  
Bunnell, FL 32110



www.flaglercounty.org  
Phone: (386)313-4002  
Fax: (386)313-4102

**Ductwork Inspection and Sealing Certification Affidavit**

RE: Permit # \_\_\_\_\_

Date: \_\_\_\_\_

I \_\_\_\_\_,

(Please print name)

on or about (date) \_\_\_\_\_, inspected and resealed (where required) all ductwork at the address listed below for compliance with Section 101.4.7.1, Florida Energy Conservation Code:

Address:

\_\_\_\_\_

Based upon that inspection and resealing, I certify the installation complies with Section 101.4.7.1, Florida Energy Conservation Code.

\_\_\_\_\_  
Signature of Contractor/Qualifying Agent

\_\_\_\_\_  
Name of Contractor/Qualifying Agent (Print)

Contractor's License Number \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF FLAGLER

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

By \_\_\_\_\_.

Notary Public, State of Florida

Notary Stamp

\_\_\_\_\_ Personally known

\_\_\_\_\_ Produced identification ( \_\_\_\_\_ )

Indicate type of identification produced

As required by Section 101.4.7.1, Florida Energy Conservation Code, a copy of this affidavit is to be attached to the air-handling unit. In addition, a copy must be provided to Flagler County.

(04/2012)

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## Mechanical Policy-2012

To: All Mechanical Contractors

From: Gary Hiatt, Flagler County Chief Building Official

Re: Mechanical Policy/Procedure with Effective Date

Date: April 17, 2012

Due to the implementation of the FBC 2010 edition and Senate Bill 704, I offer the following:

### **Manual J Forms:**

**Effective for permits submitted on or after May 1, 2012**

All applications for new or partially replaced mechanical systems will require the submission of manual j calculations or equivalent with the permit applications. Many contractors are already doing this with no delays in the permit process. For partially replaced components of systems one of the following is required; a completed AHRI form, a letter from the manufacturer on their letterhead stating that the system is a matched system, or a letter from a State of Florida Licensed Engineer stating that the system is a matched system.

### **Tie Downs:**

**Effective immediately, new master files-May 1, 2012**

Due to Senate Bill 704 scheduled to become law on July 1, 2012, tie downs for mechanical systems exposed to wind forces in compliance with the 2007 code will be accepted. It is not reasonable to require compliance with the 2010 for a few months then allow for use of 2007 code complaint tie downs. With that said, tie downs in compliance with the 2007 will be accepted immediately. In the spirit of cooperation, Flagler County extended the master files last year until the implementation of the 2010 code on March 15, 2012 past the 1 year allowed for master files. Many notifications were sent and to date we have not received any new master files for tie downs. Due to the legislative change, Flagler County will allow for the use of the old master files for 2007 to be utilized until May 1, 2012 at which time all master files will be void. It may be a good idea if you choose to use the master file system for tie downs to include the 2007 and 2010 codes. All master file documents submitted in duplicate with original seals must be accompanied by verbiage that states for master filing. One of the original sealed documents will be returned to the applicant stamped by Flagler County to provide copies to be submitted with the permit package. It is incumbent upon the contractor to submit the copies of the Flagler County approved current master file documents with the application for each specific job.

There are three acceptable methods of tie down submittals:

Current Flagler County master files-all required to be renewed by May 1, 2012  
State of Florida Product Approval for 2007 and/or 2010  
Site specific engineering

If you choose to use the product approval for tie downs, keep in mind that the product approval is for a specific application and may have limitations and other requirements. Read the product approval to ensure it meets your needs for your project.

**Ductwork inspection and sealing certification affidavit:  
Effective for permits submitted on or after May 1, 2012**

In accordance to the Florida Energy Conservation Code section 101.4.7.1, the contractor is required to inspect and seal joints and seams in the air distribution system. An affidavit has been created and will be required for all permits applicable for unit replacements. One copy of the affidavit shall be posted on the air handler and one be provided to Flagler County Central Permitting prior to final inspection. An affidavit system has been in place for roofing contractors and does not cause delays if the contractor provides the information as required.

**Emergencies:**

As provided in the Florida Building Code, work may commence in emergency situations prior to permit issuance. It is the policy in unincorporated Flagler County and Beverly Beach to allow for mechanical installations to begin prior to permitting **HOWEVER** the contractor is proceeding at their own risk with regard to code compliance. A review of the permit documents will occur and permit issued accordingly. Code violations related with the installation done prior to permit issuance will be required to be corrected in order to achieve the approved final inspection. It has also been and will continue to be our policy to require some type of notification of the work beginning prior to permitting. Phone messages, e-mails or faxes are acceptable notification of jobs commenced with the permit application to be submitted as soon as possible. The best form of notification is to fax the permit application. Getting caught by Code Enforcement for working without permits does not constitute an emergency and should not happen prior to the county being notified. The notification allows for us to know the circumstances and be able to answer questions when called with complaints or inquiries for the job ongoing. Together we can eliminate unpermitted and more so unlicensed activity. Please call our office when you suspect either of the two circumstances.