

Seventh-day Adventist Church
FLORIDA CONFERENCE

Staying Cool

Over time, things will inevitably 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. 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. Many contractors will tell you that you do not need a permit. This information is FALSE!!! Having work done without a required permit may lead to fines, future problems, and delays. Please do the following if you need to replace an AC unit or the entire system.

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 projects will also require plumbing.

Step 2: Get Repair/Replacement Quotes

Property Development requests that a minimum of 3 quotes be submitted on any project to help the church understand the actual cost of repair or renovation. Sometimes, an architect or structural engineer may need to be consulted before finding a contractor. All contractors must be licensed commercial contractors in the state of Florida. Property Development will vet the contractors you choose to ensure they meet the requirements. Please do not sign any contracts as the church has no authority to do so.

Step 3: Determine Funding

Sometimes, a project is expected, and sometimes, it is not. Prior to selecting a contractor to proceed with, the church must determine its source of funding. This could include but is not limited to, SURF Loans, Agency Loans, Cash-On-Hand loans, 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 decides which contractor to use as long as the contractor meets the Property Development Department's requirement for licensure and insurance. All projects must be done with permits and according to the current Florida Building Code. Please do not sign any contract, as the local church does not have the authority to do so, and this 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.

