



DEPARTMENT OF PUBLIC WORKS
Building Inspection Division

June 22, 2001

MEMORANDUM

BULLETIN G14-01

To: All Apartment Complex Owners

From: Thomas H. Goldsbury, P.E., C.B.O.
Chief, Building Inspection Division

Subject: **Permitting of Miscellaneous Electrical, Mechanical, and Plumbing Work**

The following is a partial list of work items often performed by apartment complex maintenance staff, which by law are required to be performed by licensed contractors after obtaining proper permits:

- Change out of air conditioning condensing units
- Change out of air handlers
- Replacement of water heaters

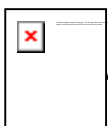
Note: Air conditioners with manufacturer installed plugs are not included.

Over the past few years the Building Inspection Division's Code Enforcement Section has taken an active role to ensure the safety of the citizens of Jacksonville by increasing our enforcement in this area. While we have found many apartment complexes that use licensed contractors to pull permits to perform the above referenced work items, we have found the majority do not.

In an effort to simplify our enforcement process and encourage compliance with the law, we are offering the following opportunities for compliance to those complexes, which have not been properly following the law.

Option A

Obtain permits for the air conditioning condensing units and water heaters for eight percent (8%) of all units at each apartment complex.



Bulletin G14-01
Page Two
May 29, 2001

Option B

Obtain permits for the items listed above that have been changed out going back to January of 1998. The apartment complex would provide a list of the unit number, and the item changed. If you have maintenance records we will go by your records. If not, for simplicity, we will assume any item manufactured and installed after January 1998 must be permitted. The serial number of the item will identify the date of manufacture.

New Apartments

We will assume any apartment completed after June 1996 (5 years, same as warranty on most compressors) to be a "New Apartment", no items would have needed replacement, and these apartments are exempt from this process.

The apartment complex must decide and notify the Building Inspection Division by August 15, 2001, which option they choose. If you have been obtaining permits, no action is necessary. Once you have made your choice we will allow you from six to twelve months to obtain your permits depending on the size of the complex.

If you have not been obtaining permits and do not choose an option, or fail to obtain your permits in an agreed upon time period, we will proceed with our investigation and citation process. Citation fees are \$250 per occurrence. That would be \$250 for each item not permitted, plus the permitting costs which are doubled when obtained after the fact. For those complying with Option A or B, permit fees will not be doubled.

Remember, this is to correct items in the past. Starting immediately, all future items being replaced must be permitted. This is for new complexes, old complexes, ANY complexes.

If you have any questions, please call me or Larry Donahue, Building Code Enforcement Supervisor, at 630-1100. I look forward to your cooperation in this matter so together we can ensure the safety of the citizens of the City of Jacksonville.

THG/gs

cc: James R. Schock, P.E., C.B.O.
Larry Donahue, Building Code Enforcement Supervisor
Public Works