

# HVAC SYSTEM REPLACEMENT GUIDE

## Requirements for Replacement and Installation

Dear Casa del Rio owner, the Board of Directors and Management are entrusted with the responsibility of preserving the integrity of the community. We appreciate your cooperation when considering the installation of a new HVAC (A/C) system. Conforming to the required installation guidelines will help maintain and preserve the value of the properties, ensure the system is installed professionally and per code and guidelines required by the City of Boca Raton.

**STEPS** required when replacing an HVAC (A/C) system: (If you require an **Emergency Installations**, see bottom section)

**1)** Apply for a Permit from the City of Boca Raton. Visit the City's website, download, complete and submit an **A/C Replacement Data Form (PDF)**. Once you have been provided with a Permit application number by the City, contact the HOA and provide the Property Manager with:

**2)** A copy of the **A/C Replacement Data Form with the Application Number**, along with a Casa del Rio **Request for (ARC) Architectural Review Application** form filled out.

**3)** Installer's **COI** - CERTIFICATE OF LIABILITY INSURANCE to include:  
**Casa Del Rio COA c/o GRS Community Management, INC.**  
**3900 Woodlake Blvd #309**  
**Lake Worth, FL 33463**

**4)** Installer's copy of their **DBPR License**

**5)** Technical drawing and/or installation description that includes:

- HVAC System basic information: Tonnage, Brand, etc. (Not needed if included in the City's A/C Replacement Data Form)
- Fastening Description (e.g.): **"Condenser unit shall be installed to existing hurricane stand and fasten down as per code."**

Once we have received all your documentation, you will receive an approval letter from the HOA in addition to the signed and dated ARC Request Form, which the City of Boca Raton will require in order to issue your Permit.



City of Boca Raton  
Permit Forms

City of Boca Raton  
Building Department  
(561) 393-7930



GRS Downloads  
(ARC Form)

**Emergency Installations:** City of Boca Raton Chief of Mechanical - Jesse Green - (561) 393-7959

Email Jesse Green at jgreen@myboca.us and ask for an "HVAC Emergency Installation Request", provide the property manager with a copy of the granted authorization email, and attach the ARC Form, COI, DBPR License and Technical drawing and/or installation description as described above.

**Note:** Please do not attempt to install HVAC systems without HOA approval, access to the roof is not granted unless all documentation has been properly vetted and approved. Ignoring these requirements will delay your installation and could result in fines.

**No installations will be allowed without proof of City Permit Application or Chief of Mechanical's authorization.**



GRS Community  
Owner Login