

**CITY OF SANIBEL BUILDING DIVISION
MECHANICAL SYSTEM CHANGE OUT
PHOTO INSPECTION EMAIL INSTRUCTIONS
FBC 2017 6TH EDITION / EXISTING BUILDING CODE / SEC. 702.8
FBC 2017 6TH EDITION / MECHANICAL CODE (As Applicable)
NEC 2014 (As Applicable)**



REQUIRED PHOTOS

1. Photo of each Air Handler installed in place.
2. Photo of each Condenser installed in place - including unit tie downs/stand/hurricane pad.
3. Photo of each Air Handler nameplate.
4. Photo of each Condenser nameplate.
5. Photo of each circuit breaker for ALL replaced equipment in order to verify circuit breaker sizing. **Breaker MUST be UL listed as Compatible with panel brand.**
6. Photo of the main breaker panel label.
7. Photo of replaced equipment breaker labeling/panel schedule.
8. Photo of disconnecting means for each replaced Condenser and Air handler.
9. Photo of auxiliary and secondary drain system option installed on each replaced system (If applicable).
10. Photo of Condensate Disposal Drainpipe System from each replaced Air Handler.
11. Photo of tamper proof refrigerant locking devices on Condenser/Condensers.
12. If multiple units on premises - Provide a photo of the durable markings indicating each of the replaced units in correlation to each marked disconnecting means.
(Marker NOT ACCEPTABLE - use paint stick or labels).

*** Please attempt to limit the number of photos required to verify the above required components***

If multiple items can be viewed from one photo that is preferred. Please be aware that a typical e-mail attachment's max size is 25MB.

MAKE SURE YOU SEND MULTIPLE E-MAILS IF NECESSARY SO WE CAN PROCESS YOUR PHOTO INSPECTION REQUEST.

The **SUBJECT LINE** for each e-mail (Including each multiple e-mail for that one permit) must include:

1. Permit Number
2. Job site Address or Location.
3. If multiple units are replaced please indicate by reasonably naming the Equipment (i.e.. Upper level, south unit #2, etc.)

*****If these 3 items are not included in your emails the request will be rejected*****

Send **BOTH** your completed Affidavit and photos to the attention of **Photo Inspections** at:

SANIBELINSPECTION@MYSANIBEL.COM

An e-mail response to your request will be sent once the file(s) has been reviewed. Please allow 3 Business Days in order to review your request.

*****This office reserves the right to perform a physical inspection of all permitted work*****