



CITY OF PORT ST. LUCIE BUILDING DEPARTMENT
Counter Checklist for Water Heater Replacement Permits

PERMIT APPLICATION – The following sections must be completed on the Permit Application:
<ul style="list-style-type: none"> • Permit number and pin number, C# if applicable – for office use only
<ul style="list-style-type: none"> • Property address
<ul style="list-style-type: none"> • Legal description
<ul style="list-style-type: none"> • Owner’s information
<ul style="list-style-type: none"> • Contractor’s information
<ul style="list-style-type: none"> • Commercial/Residential
<ul style="list-style-type: none"> • Size (if tank)
<ul style="list-style-type: none"> • Electric/Gas/Solar
<ul style="list-style-type: none"> • Location
<ul style="list-style-type: none"> • Valuation
<ul style="list-style-type: none"> • Application date and received by, for office use only
<ul style="list-style-type: none"> • Notarized Contractor/Homeowner builder signature
PLANS AND DOCUMENTS – Provide 2 copies
<ul style="list-style-type: none"> • Manufacturer’s specs are required for tank-less and solar water heaters.
<ul style="list-style-type: none"> • Recorded Notice of Commencement for work valued more than \$2500
NOTES:
<ul style="list-style-type: none"> • Water heater replacement permits are typically issued over the counter. If the request is for a Commercial location, Plan Review must sign off on the application before the permit being can be over the counter.
<ul style="list-style-type: none"> • Tank-less and solar water heater permit request require Plan Review and are not issued over the counter.
THIS CHECKLIST IS INTENDED FOR BUILDING DEPARTMENT USE ONLY. ADDITIONAL DOCUMENTS MAY BE REQUESTED AT ANYTIME DURING THE PERMITTING PROCESS. ANY EXCEPTIONS MUST BE APPROVED BY A SUPERVISOR.