Building Department
CHECKLIST FOR WATER HEATER REPLACEMENT PERMITS

PERMIT APPLICATION – The following information must be completed on the permit application:

- For office use only - Permit number and pin number, C# if applicable
- Site address
- Legal description
- Parcel ID
- Owner's information
- Contractor's information
- Commercial/Residential
- Description of work
- Size (gallons)
- Type
- Valuation
- Notarized Contractor/Homeowner builder signature

PLANS AND DOCUMENTS

- Manufacturer's specifications, if tankless or solar water heater
- Recorded Notice of Commencement for work valued at $5,000 or more. (NOC must be submitted to permitting prior to scheduling the first inspection.)
- ****If applying for the permit as a homeowner builder, a copy of the recorded warranty deed or property card showing homeowners name from the property appraiser's website must be submitted, along with HOB Affidavit. Homeowner must personally appear at the Building Department to have their signature notarized.**

NOTES:

- All commercial water heater permit request requires sign-off from plan review before the permit can be issued over the counter.
- Tankless and solar water heaters require plan review.

This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.