



## CITY OF PORT ST. LUCIE BUILDING DEPARTMENT 2018 Counter Checklist for Water Heater Replacement Permits

<b>PERMIT APPLICATION</b> – The following sections must be completed on the Permit Application:
<ul style="list-style-type: none"> <li>• Permit number and pin number, C# if applicable – for office use only</li> </ul>
<ul style="list-style-type: none"> <li>• Property address</li> </ul>
<ul style="list-style-type: none"> <li>• Legal description</li> </ul>
<ul style="list-style-type: none"> <li>• Owner’s information</li> </ul>
<ul style="list-style-type: none"> <li>• Contractor’s information</li> </ul>
<ul style="list-style-type: none"> <li>• Commercial/Residential</li> </ul>
<ul style="list-style-type: none"> <li>• Size (if tank)</li> </ul>
<ul style="list-style-type: none"> <li>• Electric/Gas/Solar</li> </ul>
<ul style="list-style-type: none"> <li>• Location</li> </ul>
<ul style="list-style-type: none"> <li>• Valuation</li> </ul>
<ul style="list-style-type: none"> <li>• Application date and received by, for office use only</li> </ul>
<ul style="list-style-type: none"> <li>• Notarized Contractor/Homeowner builder signature</li> </ul>
<b>PLANS AND DOCUMENTS</b> – Provide 2 copies for residential and 4 for commercial:
<ul style="list-style-type: none"> <li>• Manufacturer’s specs are required for tank-less and solar water heaters.</li> </ul>
<ul style="list-style-type: none"> <li>• Recorded Notice of Commencement for work valued more than \$2500</li> </ul>
<b>NOTES:</b>
<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<ul style="list-style-type: none"> <li>• Tank-less and solar water heater permit request require Plan Review and are not issued over the counter.</li> </ul>
<b>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.</b>

Updated 7/13/2018 YP