



## Building Department

### CHECKLIST FOR WATER HEATER REPLACEMENT

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

- For office use only – FBC Version and Application number.
- Type of permit – Primary/Sub (if sub provide primary permit number)
- Proper Owner Name, Address, and Email
- Trade for which the permit is being applied.
- Project Name, Parcel Control Number, Legal Description, Project Address
- Work Description and Type of Work
- Valuation
- Contractor Name, License, Address, Contact Person, and Contact Information
- Notarized Contractor/Homeowner Builder Signature, as required.
- **\*\* 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. \*\***

### PLANS AND DOCUMENTS –

- Water Heater Changeout Form
- Manufacturer Specifications
- Recorded Notice of Commencement for work valued at \$2,500 or more. (NOC Must be submitted to permitting prior to scheduling the first inspection.)
- **\*\* Plans and Documents submitted digitally that require a signature and seal from a Registered Design Professional must be signed in accordance with Florida Statute, and Florida Administrative Code. \*\***

### 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.**



# City of Greenacres

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5800 Melaleuca Lane  
Greenacres, Florida 33463-3515  
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www.greenacresfl.gov

# Water Heater Changeout Form

## Site Information

Address: \_\_\_\_\_

## Project Information

Residential     Commercial

**Note:** The scope of work is to replace existing Water Heater equipment like-for-like with no alterations to the existing system. If the scope of work includes any additional work in addition to the equipment replacement please apply for a Commercial or Residential Plumbing Permit, as applicable.

Description of Work: \_\_\_\_\_ Size (Gallons): \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Type:     Tankless     Electric     Solar Thermal System     Solar Thermal Tank Only  
           Solar Thermal Panels Only    Other: \_\_\_\_\_

**\*Refer to checklist for any additional requirements.**

Qualifier Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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