



PERMIT SUBMITTAL CHECKLIST

WATER HEATER CHANGEOUT



Contractor Registration

- All Contractors must be registered and up-to-date to pull permits. Owner Builders refer to Additional Requirements.

Initial Deposit

- 1% of the contract value is due upfront with a minimum of \$100.00 for the first \$500 of the contract. Remaining balance is due upon issuance.

REQUIRED FORMS

- | | | |
|---|---|--|
| <input type="checkbox"/>  Submittal Form | <input type="checkbox"/> Plumbing Application | <input type="checkbox"/>  Authorized Agent Form |
|---|---|--|

This checklist is only applicable for a “like for like” changeout.


CONTRACTOR / OWNER BUILDER REQUIRED DOCUMENTS

- | | |
|--|--|
| <input type="checkbox"/>  Contract | |
|--|--|

ADDITIONAL SUBMITTAL REQUIREMENTS

- | | |
|---|---|
| <input type="checkbox"/>  Notice of Commencement (NOC) | A certified NOC is required on Building permits with a value greater than \$2,500 and Mechanical AC Changeout Permits greater than \$7,500. |
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OWNER BUILDER REQUIREMENTS

- | |
|---|
| <input type="checkbox"/> Owner Builder Affidavit |
| <input type="checkbox"/>  Estimate of Costs |



Applying Online?

- [Applicant User Guide](#)
- [Naming Convention](#)



Submit Application