



Building Department CHECKLIST FOR PLUMBING/SEWER PERMITS

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

- For office use only - Permit number and pin number
- Site address
- Parcel ID
- Owner's information, including contact info
- Contractor's information, including contact info
- Note if commercial/Residential
- Note description of proposed work
- Valuation
- Notarized Contractor/Homeowner builder signature

PLANS AND DOCUMENTS – Provide 2 copies:

- Provide plans/drawings, if applicable.
- Recorded Notice of Commencement for work valued at \$2500 or more. (NOC must be submitted to permitting prior to scheduling the first inspection.)
- ****If applying for the permit as an owner builder, a copy of the recorded warranty deed or property card showing owners name from the property appraiser's website must be submitted, along with the Owner Builder Affidavit.**
- Debris Affidavit.

NOTES:

- If the structure is located in a special flood hazard area (SFHA), the application is subject to substantial damage/improvement review.
- See separate checklists for fuel tanks, gas, grease traps/interceptors, irrigation, LP tanks, pool heaters, and water heaters.

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.