

WATER HEATER PERMIT

1. ELECTRIC

- Permit application jacket
- Electrical Technical sheet
- Plumbing Technical Sheet
- Spec book on water heater
- Copy of license/registration for contractor on application

2. GAS

- Permit application jacket
- Mechanical Technical sheet
- Chimney verification form
- Spec book on water heater
- Copy of license/registration for contractor on application

3. REQUIRED INSPECTIONS

- Electric
 - Electric final
 - Plumbing final
- Gas
 - Mechanical final

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A/C PERMIT

1. PERMIT APPLICATION JACKET

- Electrical Technical sheet
- Mechanical Technical Sheet
- Spec book on A/C
- Copy of license/registration for contractor on application

2. REQUIRED INSPECTIONS

- Electric Final
- Mechanical Final

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FURNACE PERMIT

1. PERMIT APPLICATION JACKET

- Electrical Technical sheet
- Mechanical Technical Sheet
- Chimney verification form
- Spec book on furnace
- Copy of license/registration for contractor on application

2. REQUIRED INSPECTIONS

- Electric Final
- Mechanical Final

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HVAC (FURNACE & A/C) PERMIT

1. PERMIT APPLICATION JACKET

- Electrical Technical sheet
- Mechanical Technical Sheet
- Chimney verification form
- Spec book on unit
- Copy of license/registration for contractor on application

2. REQUIRED INSPECTIONS

- Electric Final
- Mechanical Final

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TANK INSTALL & REMOVAL PERMIT

1. PERMIT APPLICATION JACKET

- Fire Technical Sheet
 - Underground tank removal requires tank removal cert
 - Tanks located above ground can be removed by owner or contractor
- Copy of license/registration for contractor on application

2. REQUIRED INSPECTIONS

- Fire Final

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GAS LINE OR GAS METER PERMIT

1. PERMIT APPLICATION JACKET

- Mechanical Technical Sheet
- Riser diagram
- Copy of license/registration for contractor on application

2. REQUIRED INSPECTIONS

- Mechanical pressure test
- Mechanical Final

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UPGRADE/INSTALL OR REENERGE SERVICE PERMIT

1. PERMIT APPLICATION JACKET

- Electrical Technical Sheet
- Copy of license/registration for contractor on application

2. REQUIRED INSPECTIONS

- Electrical Service
- Electrical Final

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GAS FIREPLACE PERMIT

1. PERMIT APPLICATION JACKET

- Mechanical Technical Sheet
- Riser diagram
- Spec book on fireplace
- Copy of license/registration for contractor on application

2. REQUIRED INSPECTIONS

- Mechanical Final

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WOOD BURNING STOVE PERMIT

1. PERMIT APPLICATION JACKET

- Fire Technical Sheet
- Building Technical Sheet
- Spec book on stove
- Copy of license/registration for contractor on application

2. REQUIRED INSPECTIONS

- Fire Final
- Building final

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DECK PERMIT

1. ZONING PERMIT

- Permit application
- Copy of Survey with proposed deck drawn in and setbacks documented
- Permit fee

2. CONSTRUCTION PERMIT APPLICATION JACKET

- Building technical sheet
- Two sets of plans including material list
- Copy of license/registration for contractor on application

3. REQUIRED INSPECTIONS

- Building footing
- Building framing
- Building final

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DEMO PERMIT

1. ZONING PERMIT

- Permit application
- Copy of Survey -note what is being demolished
- Permit fee

2. CONSTRUCTION PERMIT APPLICATION JACKET

- Building technical sheet
- shut off notices
- Copy of license/registration for contractor on application

3. REQUIRED INSPECTIONS

- Building final

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SHED PERMIT

1. ZONING PERMIT

- Permit application
- Copy of Survey -draw in proposed shed and setbacks
- Permit fee

2. CONSTRUCTION PERMIT APPLICATION JACKET

- Building technical sheet
- copy of shed specs if prebuilt, 2 copies of plans if building on site
- Copy of license/registration for contractor on application

3. REQUIRED INSPECTIONS

- Building final- if prebuilt
- Building footing, framing and final if built on site

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ABOVE GROUND POOL PERMIT

1. ZONING PERMIT

- Permit application
- Copy of Survey with proposed pool drawn in and setbacks documented
- Permit fee

2. CONSTRUCTION PERMIT APPLICATION JACKET

- Building technical sheet
 - What type of pool barrier?
 - Pool code fence
 - Ladder enclosure
- Electric Technical Sheet
 - Electrical Diagram

3. REQUIRED INSPECTIONS

- Electrical Trench
- Electrical Bonding
- Electrical Final
- Building Final

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IN-GROUND POOL PERMIT

1. ZONING PERMIT

- Permit application
- Copy of Survey with proposed pool drawn in and setbacks documented
- Permit fee

2. CONSTRUCTION PERMIT APPLICATION JACKET

- Building technical sheet
 - Pool code fence
- Electric Technical Sheet
 - Electrical Diagram signed and sealed by contractor
- Plumbing Technical Sheet
 - Drain Schematic information
- Will There be a pool heater?
 - Gas
 - Mechanical Technical Section
 - Gas riser drawing required and cut sheets for heater
 - Electric
 - Electrical Technical Section
- Copy of license/registration for contractor on application

3. REQUIRED INSPECTIONS

- Building footing
- Building wall/rebar/fiberglass shell
- Electrical bonding & partial trench
- Plumbing main drain
- Electrical perimeter bond & final trench
- Building final
- Electrical final
- Plumbing final
- Mechanical final – if applicable

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CONVERSION OF UNFINISHED AREA TO FINISHED PERMIT -EX. BASEMENT, GARAGE

1. ZONING PERMIT

- Permit application
- Floor plan drawing of proposed rooms
- Permit fee

***** If adding bedroom or basement bathroom you need septic approval*****

2. CONSTRUCTION PERMIT APPLICATION JACKET

- Building technical sheet
- Electric Technical Sheet
- Plumbing Technical sheet if applicable
- Fire Technical sheet if applicable (smoke detec, fuel fired appliances)
- signed and sealed layout of devices & fixtures, all rooms labeled-2 copies

3. REQUIRED INSPECTIONS

- Electrical rough
- Plumbing rough
- Fire rough
- Building framing
- Building insulation
- Electrical final
- Plumbing final
- Fire final
- Building final

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POLE BARN PERMIT

1. ZONING PERMIT

- Permit application
- Copy of Survey with proposed pole barn drawn in and setbacks documented
- Permit fee

2. CONSTRUCTION PERMIT APPLICATION JACKET

- Building technical sheet
- Electric Technical Sheet- if applicable
- Two sets of plans
- Copy of license/registration for contractor on application

3. REQUIRED INSPECTIONS

- Footing
- Framing
- Building final
- Electrical -trench
- Electrical final

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GENERATOR PERMIT

1. ZONING PERMIT

- Permit application
- Copy of Survey with proposed generator drawn in and setbacks documented
- Permit fee

2. CONSTRUCTION PERMIT APPLICATION JACKET

- Mechanical technical sheet
- Electric Technical Sheet
- Gas Riser Diagram
- Spec book on generator
- Copy of license/registration for contractor on application

3. REQUIRED INSPECTIONS

- Mechanical pressure test
- Electrical final
- Mechanical final

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