

## **Online Mechanical Permit Application**

The applicant will be required to supply all the information requested.

Search address - when entering the address where work will be done, please note ADDRESS FIELD 1 is for the STREET NUMBER and ADDRESS FIELD 2 is for the STREET NAME.

All fields with an **!** are required fields. The permit request will not submit when a required field is left blank.

All "Required" attachments must be included upon submittal:

- Copy of License

Note permit number in pop-up.

Fee must be paid. After clicking on "Finish" on attachment page, Log-off and log-in to view invoice. Scroll down to the invoices section at bottom of page. Select the invoice and proceed through payment process. A convenience fee for credit /debit card is 2.5%. A convenience fee of \$2.00 for personal or business checking account.

Upon approval you will receive an email with a copy of the permit attached. This permit must be printed and posted at work site.

If payment is not received, the permit will not be processed.