

Online Plumbing Permit Application

The applicant will be required to supply all the information requested. Please read each bulleted item below:

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.
- Make sure all fixtures are selected by entering the correct number of fixtures to be installed. This will trigger the fee.
- All "Required" attachments must be included upon submittal.
- Note permit number in pop-up.
- Fee must be paid. After clicking on "Finish" on attachment page, log-off and log-in to activate 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.