

Department of Community Development

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ELECTRICAL, MECHANICAL, & PLUMBING PERMITS

Info

Trade permits are not required on new residential or commercial construction. You will need to provide your contractor information for listing on issued permits of this nature.

What's Required

Electrical permit is required when you install or alter any permanent wiring or electrical device, run additional wiring in your home, installing a new electrical outlet or light fixture, installing a receptacle for a garage-door opener, converting from fuse box to circuit breakers, install or alter low-voltage systems, such as security alarms, stereos, or computer systems.

Mechanical permit is required when you install or change any part of a heating or cooling system that must be vented into any kind of chimney, including unvented decorative appliances, install a woodstove, fireplace insert, pellet stove, or related venting, install, alter, or repair gas piping between the meter and an appliance (indoors or outdoors), install bath fans, dryer exhausts, kitchen range exhausts, and appliances that are required to be vented.

Plumbing permit is required for all work done on a plumbing system (water supply, sewer, grease traps, gas line, water heater, etc.).

Application Process

Permits will only be issued to a State licensed contractor or homeowner.

Permit request shall be submitted through the Citizen Self Service Portal. Work must comply with all State and local laws, codes and ordinances.

All inspection requests are to be made through the Citizen Self Service Portal. No telephone requests for inspections will be taken.

Inspections DO NOT have a specified time and NO SAME DAY INSPECTIONS. The inspection may be scheduled for morning or afternoon. No inspections will be conducted the day the permit is issued. The only exceptions are electrical, and sewer permits on existing structures due to damage or obstructions. Please have the site ready prior to scheduling an inspection. Sites not ready when the inspector arrives will be noted as a failed inspection and re-inspection fee will be charged. A re-inspection fee will be charged for the third visit for the same inspection request. This fee must be paid before the next inspection is made.