



Plumbing Service Application Checklist

This information sheet has been prepared to assist individuals to complete plumbing service applications with minimal delay. Plumbing service applications must be accompanied by plans, specification and documentation, which will be considered by the Chief Building Official in determining whether a plumbing service permit will be issued.

Permit applications will be considered incomplete if the application is not accompanied by answers to the following questions:

Project Information			
Building Address (Number and Street name)		Unit No.	
Owner Name		Telephone Number	
Please check (✓) yes or no to the following Questions			
Sanitary/Storm Sewers		Yes	No
1. Does this application include the installation of a Storm Sewer? Material Type: _____ Material Size: _____ <div style="float: right;"> <input type="checkbox"/> New <input type="checkbox"/> Alteration/Repair </div>		<input type="checkbox"/>	<input type="checkbox"/>
2. Does this application include the installation of a Sanitary Sewer? Material Type: _____ Material Size: _____ <div style="float: right;"> <input type="checkbox"/> New <input type="checkbox"/> Alteration/Repair </div>		<input type="checkbox"/>	<input type="checkbox"/>
3. Is the property currently on a septic system?		<input type="checkbox"/>	<input type="checkbox"/>
4. Does this application include the installation of a Backwater Valve?		<input type="checkbox"/>	<input type="checkbox"/>
5. Are there any proposed plumbing alterations inside the building? (Provide floor plan of proposed changes)		<input type="checkbox"/>	<input type="checkbox"/>
6. Are there any new plumbing fixtures proposed? (Provide floor plan of proposed changes)		<input type="checkbox"/>	<input type="checkbox"/>
7. Is the building drain being rerouted? (Provide floor plan of proposed changes)		<input type="checkbox"/>	<input type="checkbox"/>
Water Service			
8. Does this application include the installation of a Water Service? Material Type: _____ Material Size: _____ Tracer wire: _____ <div style="float: right;"> <input type="checkbox"/> New <input type="checkbox"/> Alteration/Repair </div>		<input type="checkbox"/>	<input type="checkbox"/>
9. Is the current electrical system within the building grounded on the existing water service? (If so, the electrical system within the building will need to be grounded by other means if non-metallic pipe will replace the existing piping)		<input type="checkbox"/>	<input type="checkbox"/>
10. Is there an existing or new water-based fire protection system (standpipe and/or sprinkler) in the building?		<input type="checkbox"/>	<input type="checkbox"/>
General		Yes	No
11. Is a sketch of approximate location in relation to property lines and building provided? (aerial map or copy of a survey can be used)		<input type="checkbox"/>	<input type="checkbox"/>
Applicant Declaration <input type="checkbox"/> OWNER <input type="checkbox"/> AUTHORIZED AGENT OF OWNER			
I _____ <div style="text-align: center; font-size: small;">(PRINT NAME)</div> declare that the information contained in this checklist, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.			
Date _____		Signature of Applicant _____	