

Documents Required for Permit Application

MEP – SINGLE TRADE

Type of Project	Type of Permit: Online Submittal	Documents Required
Air Conditioner	MEP - Single Trade: A/C, Furnace/Boiler, Water Heater	▪ Manufactured Specs
Backflow Device	MEP - Single Trade: Minor Plumbing	
Boiler	MEP - Single Trade: A/C, Furnace/Boiler, Water Heater	▪ Manufactured Specs
Electrical Circuits, Outlets, Panels	MEP - Single Trade: Minor Electrical	
Electrical Heat Tape	MEP - Single Trade: Minor Electrical	
Electrical – Minor Work	MEP - Single Trade: Minor Electrical	
Electrical Service – New, upgrade, temporary	MEP - Single Trade: Minor Electrical	
Fireplace	MEP - Single Trade: Minor Mechanical	▪ Building Plans (stamped may be required depending on scope of work) ▪ Manufactured Specs
Furnace	MEP - Single Trade: A/C, Furnace/Boiler, Water Heater	▪ Manufactured Specs
Gas Line (New / Repair)	MEP - Single Trade: Gas Line/Meter	▪ Building Plans
Hot Tub	MEP - Single Trade: Hot Tub	▪ Building Plans ▪ Site Plan
Irrigation System	MEP - Single Trade: New Sewer/Water/Irrigation Tap	
Plumbing – Minor Work	MEP - Single Trade: Minor Plumbing	
Roof Top Unit	MEP – Single Trade: Roof Top Unit	▪ Building Plans (stamped) ▪ Manufactured Specs
Sewer/Water Line – Repair	MEP - Single Trade: Sewer/Water Repair	
Solar PV System	MEP – Single Trade: Solar PV System	▪ Building Plans (stamped) ▪ Site Plan
Swamp Cooler	MEP – Single Trade: Minor Mechanical	▪ Manufactured Specs
Telecommunication	MEP – Single Trade: Telecommunication	▪ Building Plans (stamped) ▪ Site Plan
Water/Sewer Hook Up – Not a new tap	MEP - Single Trade: Minor Plumbing	
Water Heater	MEP - Single Trade: A/C, Furnace/Boiler, Water Heater	• Manufactured Specs