
Notice: To all Plumbers & Sprinkler Fitters



Existing Buildings Plumbing Permit Requests

Plumber or Sprinkler Fitter MUST PROVIDE the following when e-mailing PWD plumbing permit requests:

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GENERAL INFO:

- Plumber / Registered License Number
- Job Address / Customer Name
- Permit Type Requests - (Up to 5 permits allowed per email)
- Current PA - 1 Call Number - Specify water or sewer
- L&I - FOOTWAY Permit? - YES/NO
- CP-100 (Required if 5 or more Residential Units, and ALL Commercial Building)
- Street Opening Size - Approximate Square Feet (18 sq. ft. Minimum - Extra cuts increase square feet in 9 sq. ft. increments)

FOR WATER SERVICE / FIRE CONNECTION PERMITS:

- Domestic Water Service or Fire Service Size
- CHANGE in existing Water Service Size? YES/NO - A **Discontinuous permit** is required when increasing or reducing an existing service size

FOR SEWER LATERAL PERMITS:

- Sewer Lateral Size
- Sewer Lateral Type - Combined / Storm / Sanitary

! Note the following:

- *If ANY of the information provided by email is incomplete, the plumber or sprinkler fitter should reschedule any next day MSB appointments until all information is provided via e-mail reply and verified.*
- *E-mail Permit requests MUST BE received 24hrs before your appointment at the Revenue Desk and no later than 3PM on the day before.*
- *E-mail Permit requests SHOULD BE submitted no earlier than before your appointment at the Revenue Desk*