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## Notice: To all Plumbers & Sprinkler Fitters



# New Construction Plumbing Permit Requests

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

### GENERAL INFO:

- Pre-Permit Application, Completed and approved.
- Plumber Name / Registered License Number
- OPA Addresses for service (shown on Pre-Permit Application) **NO AKA's will be accepted**
- Permit Type Requests (Up to 5 permits allowed per email)
- Current PA - 1 Call Number: Specify water or sewer
- Street Opening Size: Approximate Square Feet (sq. ft.)  
(18 sq. ft. Minimum; Extra cuts increase square feet in 9 sq. ft. increments)

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### FOR WATER SERVICE / FIRE CONNECTION PERMITS:

- For new water service TYPE: Specify 13R or 13D
  - a. For 13R - Provide completed CP-100 form
  - b. For 13D - Provide L&I sprinkler permit
- Domestic Water Service or Fire Service
- CP-100 (Required if 5 or more Residential Units, and ALL Commercial Building)
- Large Water Service (3" and greater) MUST HAVE BACKFLOW PROTECTION

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### FOR SEWER LATERAL PERMITS:

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

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### **!** 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