

Frequently Asked Questions about Building, Electrical, Plumbing and HVAC Permits

Q: Do I need a permit to do work on my property?

A: It depends. Most work does require a permit. Please call the Building Department before you begin work to find out whether you need a permit.

Q: When do I need to get a permit?

A: You must get a permit before starting work.

Q: What if it is an emergency?

A: Work done on an emergency basis still requires a permit. You must pull the permit the first business day following the emergency.

Q: Who should pull the permit?

A: The person doing the work should pull the permit. If the property owner is doing the work, he or she should pull the permit. However, if a contractor is going to do the work, then the contractor should pull the permit.

Q: What is the process of pulling a permit?

A: The person doing the work needs to complete a permit application and submit the application to the Building Department. Depending on the type of work being done, a drawing may be necessary. The Building Department will then review the permit application. If the Building Department needs additional information, the Building Department will contact the applicant. If the Building Department has all of the necessary information, the Building Department will either approve or deny the permit. If the permit application is approved, the Building Department will notify the applicant that the permit is ready for pick up. The permit is not valid until it is picked up and paid for.

Q: How much does a permit cost?

A: The cost of a permit depends on the type of permit being pulled. If a permit is approved, the Building Department will inform the applicant of the permit cost.

Q: Do I need an inspection?

A: Yes. All permits require inspections once the work is complete; however, some permits require inspections at various stages before the work is complete. Please ask the Building Department which inspections are necessary when you pick up your permit. As a point of reference, fences require inspections for the post holes and then a final inspection once the fence is installed.

Q: When can I schedule an inspection?

A: You must call to schedule an inspection at least 24 hours in advance. Due to the high number of inspections performed by the Building Department, it is not possible to call in the morning and get an inspection that same day.

Q: What information do I need when I schedule an inspection?

A: When you schedule an inspection you will need to have your permit number, the address to be inspected and the homeowner's last name.

Q: **Do I need to be present during the inspection?**

A: A property owner may always be present during an inspection. However, if the work is visible from the outside, the property owner is not required to be at the inspection.