



## BUILDING DIVISION

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### **Walk Thru Permit Requirements** **Single discipline only**

**On Wednesdays, from 8am to 11am, only 2 applications per customer can be submitted.**

**Bring the paper packages with clips no staples.**

**This is only a one time review whether it gets approved or rejected. If approved we will process and issue your permit. If rejected the whole package will be returned with the written comments from the reviewer. You can either submit it for a standard review or bring it back next Wednesday.**

**Requirements to submit for walk thru permit.**

- 1. Paper application must be submitted.**
- 2. Addendum Form must be submitted.**
- 3. Contractor credentials need to be updated ahead of time.**
- 4. Paper plans and documents must be clipped in packages.**
- 5. Plans/documents must be 8 1/2 by 11 size paper only.**

**List of Permit Types accepted for walk thru permits.**

#### **Building**

**Reroofs**

**Garage doors**

**Shutters**

**Windows/doors**

#### **Electrical**

**Service Change**

**Miscellaneous added outlets**

#### **Plumbing**

**Water heaters, must be like for like**

#### **Mechanical**

**A/C Change out**