



INSTRUCTIONS FOR ISSUING TEMPORARY GAS PERMITS

1. Before a temporary gas permit can be issued, there should already be an active plumbing and mechanical permit on file for the requested address.
2. There **should not** be a partial final inspection for either the mechanical or plumbing permit. If there is, no temporary permit can be issued.
3. Once the above 2 steps have been checked, the application is given only to the plumbing or mechanical contractor to fill out.
4. The application is then approved or disapproved by either the Chief Plumbing Inspector or Building Official.
5. Once the application is approved, the minimum permit fee is charged either on the existing plumbing or mechanical permit.
6. Once the fee has been paid, the application, along with the receipt, is scanned into the system.
7. Application is returned to the customer as the application becomes the permit after it has been approved and paid for.