



Building Department CHECKLIST FOR GAS PERMITS

PERMIT APPLICATION – The following information must be completed on the permit application:

- For office use only - Permit number and pin number, C# if applicable
- Site address
- Legal description
- Parcel ID
- Owner's information
- Contractor's information
- Commercial/Residential
- Description of work
- Fuel
- Source
- Total BTU's
- Total length of piping
- Inlet pressure
- Type of piping
- Gas line to be connected to
- Valuation
- Notarized Contractor/Homeowner builder signature

PLANS AND DOCUMENTS – Provide 2 copies:

- Riser diagram (include the type of pipe, length, size and BTU's for each appliance and regulator location).
- Property survey or plot plan showing the location of the proposed work.
- Combustion, ventilation and dilution air shall be provided per FBC 304 (gas).
- Recorded Notice of Commencement for work valued at \$5,000 or more. (NOC must be submitted to permitting prior to scheduling the first inspection.)
- ****If applying for the permit as a homeowner builder, a copy of the recorded warranty deed or property card showing homeowners name from the property appraiser's website must be submitted, along with HOB Affidavit. Homeowner must personally appear at the Building Department to have their signature notarized.**

NOTES:

- Gas tank change-out for gas stations do not require a permit and must go through the Fire Department.

This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.