



## CITY'S INSPECTION ROLE

All plumbing, electrical or fire suppression rough-in work shall remain exposed, and no close-in approval shall be given by the Department, unless the plan review process has been completed and the respective full Plumbing Permit, Electrical Permit or Fire Suppression Permit has been issued.

Where any installation subject to inspection prior to use is covered or concealed without having first been inspected, the Department shall have the authority to require that such work be exposed for inspection.

**Plumbing Exception** – In special cases, and with the approval of the Department's District Supervisor, the plumber can receive rough-in approval for underground plumbing work as long as the installation is documented by the Department's Inspector, **and** the work is verifiable as complying with the permit drawings, once issued. If the Department determines that the work is not in compliance, it shall be the responsibility of the registered master plumber to correct all work that was previously concealed.

## APPLICATION REQUIREMENTS

The application must be submitted through the Permit Services Counter located on the Public Services Concourse of the Municipal Services Building with the following provided:

1. A full permit application (Plumbing, Electrical or Fire Suppression) with plans shall be filed for the full scope of work along with the requisite filing fee.
2. Rough-in work must be requested and fully described on the permit application.

Rough-In Permit Fee: \$150.00

Permit Filing Fee: \$100.00

**The Rough-In Permit will be issued over-the-counter at the time the full permit application is made.**