



# Mechanical Permit Checklist

## Trade Permit Process Overview

1. Complete Trade Credentials and upload required insurance/license documents at <https://web.mygov.us>
2. Complete Trade Application information fields and upload required documents at <https://web.mygov.us> for the permit
3. Staff Approval or Denial of request
  - a. If denied, please see the Items Required for the reasons for the denial within permit on MyGov
4. Applicant pays any/all fees for the permit
5. Permit will be issued after approval and all fees are paid
6. Inspections are requested by contractors as progress is made towards the final inspection. Inspections are scheduled by the applicant via MyGov by 3pm for the next business day. If inspection fails, a reinspect fee must be paid prior to the next requested inspection.

## All Trade Permit Checklist Items

Applicant	Item
<input type="checkbox"/>	Completed Residential Trade Permit Application
<input type="checkbox"/>	Completed Mechanical Trade Permit Checklist and upload with permit request (this document)
<input type="checkbox"/>	Credentials of person completing the work <ul style="list-style-type: none"> <li>Contractor (Master) – Contact Information, State License &amp; Certificate of Liability Insurance</li> <li>Contractor Agent – Contact Information, Contractor Authorization Form</li> <li>Homestead Exemption – Notarized Homestead Affidavit (permit &amp; inspections are required)</li> </ul>
<input type="checkbox"/>	Contractor Agreement for General Contractor (if applicable)
<input type="checkbox"/>	Permit Fee (can be paid online via MyGov)