



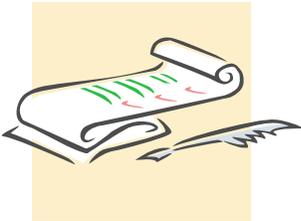
## OVER THE COUNTER PERMIT (OTC) PLUMBING & GAS PIPING



The following projects are considered in this category of work and the plumbing or fuel gas piping permits may be issued over the counter (OTC) with no plan review. Code compliance will be subject to field inspections.

- 💧 Plumbing or fuel gas piping work to new single family residential buildings.
- 💧 Plumbing or fuel gas piping work to existing single family residential buildings or accessory structures if the proposed work is not the result of a new service.
- 💧 Plumbing fuel gas piping repairs or alterations to existing systems in commercial occupancies that do not include backflow prevention devices, sewage ejector pumps, new plumbing fixtures, or new service installations.
- 💧 Emergency repairs, commercial or residential. Where equipment replacement and repairs must be performed in an emergency situation, the permit applications shall be submitted within the next working business day.
- 💧 Change-out of existing fuel gas fired water or electric water heaters.

**All other plumbing work requires plans, diagrams and specifications sufficient to describe the work. A plan review is required. Submittal shall be in accordance with the checklist that follows.**



### PLUMBING REVIEW CHECKLIST

**A complete submittal must include:**

- Completed plumbing permit application.
- Appropriate plan check fee.
- Copy of Contractor's State License.
- Two sets of drawings (11" X 17" minimum sheet size) All sheets must be the same size, consecutively numbered and include the following:
  - Plans to be reviewed must be legible, drawn to scale and shall be of sufficient clarity to indicate the location, nature, and extent of the work proposed. The person or firm responsible for the plumbing plans shall be indicated on the plans.
  - The plans must clearly show the plumbing installation of alterations in floor plan view with pipe sizes, piping run distances, and types of fixtures.
  - Plumbing riser diagram (s) indicating fixtures, drains, traps & vents required.
  - Where plumbing work includes roof drains and conductors, provide calculations to justify the number and size of roof drains and conductors.
  - Specify material to be used (on plans or in separate spec. document).