



## Community Development Department **CHECKLIST TO OBTAIN A PLUMBING PERMIT**

1500 Morrow Rd. Morrow, GA 30260 678.902.0924 (T) 770.960.3002 (F)

### **Plumbing Permit (Sprinkler System Installation)**

#### **Application/Fees/Review:**

- Submit [Building Permit Application](#) to the Community Development Department, including
  - Three (3) sets of plans, with digital copy on CD
  - Copy of state plumbing license
  - Copy of business license card
  - Copy of driver's license
  - If the application is being filled out by someone other than the master plumbing license holder, an authorized letter from the Company providing permission to submit on their behalf
- Building Permit Fee to be determined based on estimated cost of construction
- 1-2 week plan review period (Building Inspector, Fire Marshal, Community Development, Public Works)
- Must obtain approval for meter and vault placement from the Clayton County Water Authority (to be shown on plans)
- Once plans are approved, a Building Permit will be issued by Community Development
- A [Trade Permit](#) can be applied for by the plumbing contractor for a Fee of \$80.00

#### **Inspections:**

- Minimum of one (1) Building & Fire Inspection each
- Applicant must contact the Community Development Department for Certificate of Completion

### **I Want to Replace My Water Heater or Replace Drain/Sewer Line:**

#### **Application/Fees/Review:**

- Submit the [Trade Permit Application](#) to the Community Development Department, including
  - Copy of state plumbing license
  - Copy of business license card, and
  - Copy of driver's license
  - If the application is being filled out by someone other than the master plumbing license holder, an authorized letter from the Company providing permission to submit on their behalf
- Fee of \$80.00 (minimum)
- 24-Hour Community Development review

#### **Inspections:**

- One (1) Building Inspection