



## RESIDENTIAL OVER-THE-COUNTER TRADE PERMIT APPLICATION

(Single Family Dwelling - Submit by email or in person)

*Please Print Clearly*

Project Street Address: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Owner Email: \_\_\_\_\_ Owner Phone: \_\_\_\_\_

Applicant: \_\_\_\_\_ Applicant Phone: \_\_\_\_\_

Applicant Email: \_\_\_\_\_ Contractor: \_\_\_\_\_

Applicant Address: \_\_\_\_\_ License Number: \_\_\_\_\_

Company Name: \_\_\_\_\_ Expiration: \_\_\_\_\_

**(Permit Fee: Due at time of permit issuance)**

\*\*\*\*\*DESCRIPTION OF WORK\*\*\*\*\*

### PLUMBING

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Water Heater (change out) | <input type="checkbox"/> Gas Test (Natural or LPG)              | <input type="checkbox"/> Backflow Device        |
| <input type="checkbox"/> Water/Sewer (yard line)   | <input type="checkbox"/> Gas Pipe (Extension Nat./ LPG or Tank) | <input type="checkbox"/> Minor Repair (not new) |

### ELECTRICAL

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Service Upgrade          | <input type="checkbox"/> Existing Service Reconnect | <input type="checkbox"/> Generator & LP Gas             |
| <input type="checkbox"/> New Service Installation | <input type="checkbox"/> Adding # _____ Circuits    | <input type="checkbox"/> Minor Repair (no new circuits) |

### MECHANICAL

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Change out Split System Unit(s) | <input type="checkbox"/> New Bath Fan(s)  | <input type="checkbox"/> HVAC Ductwork Modification      |
| <input type="checkbox"/> Change out HVAC Unit            | <input type="checkbox"/> New Kitchen Vent | <input type="checkbox"/> Minor Repair (no new equipment) |

### MISCELLANEOUS

- ☐ Window Replacement # \_\_\_\_\_ (Rough Floor Plan Sketch/Room Labels/Showing Window Sizes)

### \*\*\*\*\*PROCESSING PROCEDURE\*\*\*\*\*

#### NOTICE:

- **ALL CONTRACTORS MUST BE REGISTERED WITH THE CITY OF WILLOW PARK AND CARRY LIABILITY INSURANCE.**
- SEPARATE PERMITS ARE REQUIRED FOR EACH TRADE PERMIT TYPE EXCEPT GENERATORS.
- Backflow Testers must submit all reports to SE Tracking @ [www.sctrackingsolutions.com/system/login.asp](http://www.sctrackingsolutions.com/system/login.asp)
- If your work is included and paid for under a New Building Permit you can not use this application.
- Do not use this permit application if this is a Remodel, New Residence, Commercial Construction or Complete Systems.
- Those requiring temporary disconnection or reconnection of water service must contact Utility Billing at 817-441-7108, Ext. 304. Failure to contact the Public Works Department and arrange for service disconnection or connection could result in meter tampering fees plus repair costs for any damage caused.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_