

WALK-IN QUEUE

PERMITS COUNTER Hours & Services

Monday through Thursday

8:30am - 11:30am

(Last Check-in at 11:30am)

Walk-in queue may close earlier if capacity is reached.

10 minutes max time limit and one transaction per visit.

****** These services are limited to residential properties of 1-2 units.

Appointments are required for new applications that include plans, as well as for any services not designated as available for walk-in assistance.

Walk-in Services:

- **** Electrical, Mechanical, Plumbing Permits**
- **** Reroof Permits**
- **** Private Sewer Lateral (PSL)**
- **Temporary No Parking (Move Only.)**
- **Pick up No Parking Signs (Application must be approved for issuance.)**
- **Permit Issuance / Conditions of Approval**
- **Permit Application Extension (1st request only.)**
- **Change Contractor (Required: Letter from owner and previous contractor. New Contractor's Business License & Declarations.)**
- **Permit Processing Questions**