



**Building Department  
CHECKLIST FOR GAS FIXTURE  
PERMITS**

---

**PERMIT APPLICATION** – The following information must be completed on the permit application:

- For office use only - Permit number and pin number
- Site address
- Parcel ID
- Owner's information, including contact info
- Contractor's information, including contact info
- Note commercial/Residential
- Description of work
- Note what the gas line is being connected to
- Valuation
- Notarized Contractor/owner builder signature

**PLANS AND DOCUMENTS** – Provide 2 copies:

- Gas Fixture Form
  - Riser diagram (include the type of pipe, length, size and BTU's for each appliance and regulator location).
  - Combustion, ventilation and dilution air shall be provided per FBC 304 (gas).
- Gas Pipe Form.
- Property survey or plot plan showing the location of the proposed work.
- Recorded Notice of Commencement for work valued at \$5,000 or more. (NOC must be submitted to the Building Department prior to scheduling the first inspection.)
- Debris Affidavit.
- **\*\*If applying for the permit as an owner builder, a copy of the recorded warranty deed or property card showing owners name from the property appraiser's website must be submitted, along with Owner Builder Affidavit.**

**NOTES:**

- See separate checklists for LP tanks and fuel tanks.
- If the structure is located in a special flood hazard area (SFHA), the application is subject to substantial damage/improvement review.

***This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.***