

## **Mechanical, Electrical, Plumbing (MEP)**

Town of Herndon - Building Inspections  
777 Lynn Street 2nd Floor Herndon, VA 20170  
(703) 435-6850      [buildinginspections@herndon-va.gov](mailto:buildinginspections@herndon-va.gov)



### **PRE-APPLICATION REQUIREMENTS**

If this application is in conjunction with a building permit, the building permit must be issued prior to application for mechanical, electrical, and plumbing.  
All MEP work should be included in the building permit plans for approval. If not, you will need to submit a plan showing the proposed work.

### **REQUIRED DOCUMENTS**

The documents below must be included in the application package. Failure to include the following will result in your application being returned.

- Completed Mechanical, Electrical, or Plumbing Permit Application
- Virginia State Contractors License (if applicable)
- Owners Affidavit
- If this is in conjunction with a building permit and plans were not approved with the building permit plans, a plan must be submitted showing the proposed MEP work.
- If this is not in conjunction with a building permit a plan must be submitted showing the proposed MEP work.

\*Plans are not needed for exact replacements of appliances\*

### **HOW TO APPLY**

Email all of the required documentation and plans to [buildinginspections@herndon-va.gov](mailto:buildinginspections@herndon-va.gov)

### **WHAT'S NEXT**

Once your permit has been reviewed and approved by all Town agencies you will receive and email with payment instructions. Once payment is made, you will receive your permit(s) and approved plans by email.

**Plumbing Permit Application**  
**Town of Herndon – Building Inspections**  
777 Lynn Street 2<sup>nd</sup> Floor, Herndon, VA 20170  
Telephone (703) 435-6850  
E-Mail: buildinginspections@herndon-va.gov



**BUILDING PERMIT NUMBER:** \_\_\_\_\_

**JOB ADDRESS:** \_\_\_\_\_ **SUITE/FLOOR #:** \_\_\_\_\_

**GENERAL CONTRACTOR:** \_\_\_\_\_

**PROPERTY OWNER:** \_\_\_\_\_

**NAME OF TENANT/OCCUPANT:** \_\_\_\_\_

PLEASE ENTER HOW MANY OF EACH YOU ARE ADDING/REPLACING/ALTERING.  
IF IT DOES NOT APPLY, PLEASE LEAVE IT BLANK.

Estimated cost of plumbing work: \$ \_\_\_\_\_ Type of Work: \_\_\_\_\_

- |                                  |                                 |
|----------------------------------|---------------------------------|
| _____ WATER CLOSET               | _____ EJECTOR PUMP - COMMERCIAL |
| _____ URINAL                     | _____ GREASE TRAP               |
| _____ BASINS                     | _____ MISCELLANEOUS             |
| _____ TUBS                       | _____ MISCELLANEOUS GAS         |
| _____ SHOWERS                    | _____ FURNACE                   |
| _____ SERVICE SINKS              | _____ RANGE - GAS               |
| _____ FOUNTAINS                  | _____ SURFACE UNITS - GAS       |
| _____ SINK                       | _____ WALL OVEN - GAS           |
| _____ GARBAGE DISPOSAL           | _____ DRYER - GAS               |
| _____ DISHWASHER                 | _____ SPACE HEATER - GAS        |
| _____ LAUNRY TUBS                | _____ AIR CONDITIONER - GAS     |
| _____ WASHING MACHINE            | _____ BACKFLOW PREVENTOR        |
| _____ FLOOR DRAINS               | _____ SEWER                     |
| _____ WATER HEATER               | _____ WATER SERVICE             |
| _____ EJECTOR PUMP - RESIDENTIAL | _____ FIREPLACE - GAS           |

Please Describe Miscellaneous Items: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUBCONTRACTOR:** \_\_\_\_\_ **PHONE#:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **PRINT NAME:** \_\_\_\_\_

**VIRGINIA STATE CONTRACTORS LICENSE:** \_\_\_\_\_ **EXP. DATE:** \_\_\_\_\_

\*A contractor doing more than \$20,000 a year of work within the Town of Herndon must obtain a business license.  
Please contact 703-435-6813 if your business falls within this category.