Mechanical, Electrical, Plumbing (MEP)

Town of Herndon - Building Inspections 777 Lynn Street 2nd Floor Herndon, VA 20170 (703) 435-6850 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

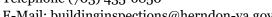
Email all of the required documentation and plans to buildinginspections@herndon-va.gov

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 2nd Floor, Herndon, VA 20170



SIGNATURE:

VIRGINIA STATE CONTRACTORS LICENSE:



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 MISCELLANEOUS BASINS TUBS MISCELLANEOUS GAS SHOWERS FURNACE SERVICE SINKS RANGE - GAS **FOUNTAINS** SURFACE UNITS - GAS SINK WALL OVEN - GAS DRYER - GAS GARBAGE DISPOSAL **DISHWASHER** SPACE HEATER - GAS LAUNRY TUBS AIR CONDITIONER - GAS WASHING MACHINE BACKFLOW PREVENTOR FLOOR DRAINS SEWER WATER SERVICE WATER HEATER **EJECTOR PUMP - RESIDENTIAL** FIREPLACE - GAS Please Describe Miscellaneous Items: SUBCONTRACTOR: PHONE#: ADDRESS: EMAIL:

PRINT NAME:

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.