



Contact Information Sheet

PLEASE PRINT

Permits with plans cannot be mailed. Please make arrangements to pick up!

PLEASE REQUEST THE COPY OF YOUR PLANS AND SIGN THEM OUT THE SAME DAY YOU PICK UP THIS PERMIT. Thank you!

Please print CLEARLY:

Job Site Address: _____

Name of person responsible for payment _____

Phone # _____ ext. _____

Email _____

NAME OF PERSON TO CALL IF WE HAVE QUESTIONS OR IF ANYTHING IS MISSING FROM THIS PERMIT APPLICATION:

Name _____

Contractor's phone # _____ ext. _____

Contractor's Email _____

Do you want to:

Pick up Permit Mail to Owner Mail to Contractor

OFFICE USE ONLY

Permit Entry Date: _____ / _____ / _____ Initials _____

Called with price of the permit: _____ / _____ / _____ Initials _____

Called permit ready: _____ / _____ / _____ Initials _____