

# Online Trade Permitting

We are excited to offer the beginning of our Online Permitting starting off with the Trade Permits. Below is a list of what Trade Applications you can submit through this portal.

The process is that:

- you will submit the information asked for and you will receive an email that we received it.
- a permits staff member will review your application for acceptance.
- if not accepted, an email will be sent as to why and what is required so that you can resubmit the information.
- once accepted, an email will be sent to log back in and pay any fees due.
- once fees are paid and application is issued, an email notification will be sent and the trade permit can be viewed/printed from the online CPPL Portal.
- for Fire Applications, there is a Fire Protection Approval needed before the permit can be issued.
- for Trade Permits associated to a building permit, the building permit must be issued before the trade will be issued.
- after issuance, to access your permit from the CPPL Portal, locate your permit number, click on Record Info, and select Attachments.

## Requirements:

- 1) You MUST be registered and logged in to the CPPL Portal to submit applications.
- 2) Your CPPL Portal login must be the Licensee or the Agent for Applicant to be able to apply for these permits.

### ▼ Trade Associated to a Building Permit

- These types are for Trades associated with a building permit.
- **Requirement:** You will need to enter the building permit number to apply for these trades.
- You may submit Gas information with the Plumbing Application.

#### ▼ Trade Associated to a Building Permit

- Electrical Commercial
- Electrical Residential
- Fire Com. - Extinguishing
- Fire Com. - Fire Alarms
- Fire Com. - Hood Only & Smoke Control Systems
- Fire Com. - Sprinkler Systems
- Fire Res. - Sprinkler Systems
- Gas Commercial
- Gas Residential
- Plumbing Commercial with/wo Gas
- Plumbing Residential with/wo Gas

### ▼ Trade Permits - Only

- These types are for trade applications NOT associated with a building permit.

#### ▼ Trade Permits - Only

- Electric Vehicle Charger
- Electrical Only - Commercial
- Electrical Only - Residential
- Fire Only - Com. Extinguishing
- Fire Only - Com. Fire Alarms
- Fire Only - Com. Hood Only & Smoke Control Systems
- Fire Only - Com. Sprinkler Systems
- Fire Only - Res. Sprinkler Systems
- Gas Only
- Plumbing Only
- Water Conditioning Only