

NOTICE TO RESIDENTIAL CONTRACTORS

ALL MEP CONTRACTORS MUST SIGN ONTO INTEGRATED BUILDING PERMIT

January 26, 2016

The Department of Public Works issues an integrated building permit that allows the builder and all licensed MEP discipline contractors on a residential project to work under a single permit.

In the past, the primary licensed MEP discipline contractors responsible for installing the basic electrical, mechanical, and plumbing systems were required to sign forms titled “Discipline Contractor Sign-On” and return them to the department before commencing with their work and requesting inspections. In addition, each primary contractor and all other licensed contractors and sub-contractors working on a project were required to identify themselves on the “Contractor Identification Record – Authorized Sign No. 3” card posted at the job site before commencing with their particular aspect of electrical, mechanical, or plumbing work on a project.

Beginning with integrated building permits issued on January 27, 2016 new “Discipline Contractor Sign-On” forms created for each discipline (electrical, mechanical, and plumbing) will replace the “Contractor Identification Record – Authorized Sign No. 3” card. Up to three licensed contractors and sub-contractors may sign a particular discipline form, or copies of the form may be provided to each individual contractor and sub-contractor, or to additional contractors, to sign and return. For example there may be a licensed electrical contractor installing the electrical service panel and circuits along with multiple licensed communication contractors or sub-contractors installing a security alarm system, cable TV and media communications system, and a central vacuum system within a new house. Each licensed contractor and sub-contractor must sign the “Discipline Contractor Sign-On” form, or a copy of the form, and return it to the department before commencing with their particular aspect of work.

Each licensed contractor signing the form will be entered into the permitting system under the referenced integrated building permit number so that there is a record of all licensed contractors and sub-contractors working on the project. Work will not be inspected until the particular licensed contractor or sub-contractor doing the work has signed and returned the “Discipline Contractor Sign-On” form.