

Trade Permit Process Overview

1. Complete Trade Credentials and upload required insurance/license documents at <https://web.mygov.us>
2. Complete Trade Application information fields and upload required documents at <https://web.mygov.us> for the permit
3. Staff Approval or Denial of request
 - a. If denied, please see the Items Required for the reasons for the denial within permit on MyGov
4. Applicant pays any/all fees for the permit
5. Permit will be issued after approval and all fees are paid
6. Inspections are requested by contractors as progress is made towards the final inspection. See [Inspection Procedures](#) for instructions.

All Trade Permit Checklist Items

Applicant	Item
<input type="checkbox"/>	Completed Application Information Fields via MyGov
<input type="checkbox"/>	Completed Trade Permit Checklist and upload with permit request
<input type="checkbox"/>	Trade Credentials issued in MyGov – Certificate of Liability and State License are needed for this
<input type="checkbox"/>	Agent Authorization Form signed by Property Owner and Application Agent
<input type="checkbox"/>	Contractor Agreement for General Contractor – See MyGov trade permit for applicable requirements
<input type="checkbox"/>	Permit Fee (can be paid online via MyGov)
<input type="checkbox"/>	Include Trade Specific Items below

Electrical

Applicant	Item
<input type="checkbox"/>	Complete all required Trade Permit Checklist Items – See Checklist Items above
<input type="checkbox"/>	BP&L Electrical Needs Checklist. If not served by BP&L, check this box: <input type="checkbox"/>

Mechanical

Applicant	Item
<input type="checkbox"/>	Complete all required Trade Permit Checklist Items – See Checklist Items above

Plumbing

Applicant	Item
<input type="checkbox"/>	Complete all required Trade Permit Checklist Items – See Checklist Items above