# The City of New Brunswick

Construction Division

## Contact Information Sheet

**Permits with plans cannot be mailed back to you.**
**Please make arrangements to pick them up!**

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

**Please print CLEARLY:**

**Job Site Address**: _____

**Person to call with questions, or if anything is missing from permit application:**

Name: _____

Phone: _____ Ext.: _____

Email: _____

**Please check off items you dropped off today:**

____ Building Technical Form
____ Plumbing Technical Form
____ Mechanical Technical Form
____ Zoning Approval
____ Specs
____ Electrical Technical Form
____ Fire Technical Form
____ Engineering Approval
____ Chimney Verification
____ Plan Review Items (if permit is on hold)

How many copies of architectural plan/blueprints are you dropping off? _____
Is this an update? _____ If yes, original permit number: _____

**Do you want to:**

☐ **Pick up Permit** ☐ **Mail to Owner** ☐ **Mail to Contractor**

***Office Use Only***

| | | |
|---|---|---|
| Permit Entry Date: | _____ / _____ / _____ | Initials: _____ |
| Called with Price of Permit: | _____ / _____ / _____ | Initials: _____ |
| Called/Permit Ready | _____ / _____ / _____ | Initials: _____ |