

## **Borough Plumbing Work Process**

You have to be a Borough licensed plumber to do work in the Borough of Chambersburg. If you are not, you may take the Plumber's Exam, which is offered in April and October of each year. Applications for this are available at Borough Hall, 100 S. Second St., 2<sup>nd</sup> Floor or you can call (717) 261-3231. After the exam is passed you need to supply the Borough of Chambersburg, address above, with an original Certificate of Liability that your insurance company can give you. Also an original \$1,000 Plumber's Bond (see attached) needs to be supplied to the Borough of Chambersburg Utilities Secretary.

After you are licensed to work in the Borough, you need to obtain a Plumbing Permit from one of the Borough Plumbing Inspectors at 80 S. Franklin St. This needs to be done for every job that you do within the Borough. Tapping fee permits are also obtained in this manner. The permit will need to be paid for at Borough Hall, 100 S. Second St. At time of payment the white copy of the permit will be returned to you for your records.

In the case of tapping fees, there is a larger permit, which will also need to be paid at Borough Hall, 2<sup>nd</sup> Floor. This tapping fee permit will have to be signed by Carl Rundquist at time of payment, then a copy will be given to you.