**East Coast Energy Products**

**10 Route 36 East**

**West Long Branch, NJ 07764**

**Phone: (732) 870-8809**

Our Permit Procedure

Step 1 It is the customer’s responsibility to pick up the appropriate documents from their local town/township building department and bring them to ECEP.

Step 2 Upon receipt of the permit documents, ECEP will complete the documents, create gas line schematics, and manufacturer’s specs if indicated. The ECEP fee for processing the permit is $100.00 and it is included in your ECEP quote as a separate line item.

 **Upon completion, East Coast Energy Products will forward all documentation to your local building department.**

Step 3 Your building department will contact ECEP when the permit is ready. In turn, ECEP will make two (2) attempts to contact you, once by phone and another by e-mail.

Step 4 You will pick up your permit from your local building department, and pay them directly for the permit fees indicated, I.E., the actual permit fee and application fee (if indicated).

 **The customer will keep the permit in their possession.**

Step 5 Upon completion of the “rough” inspection, our technician will let the customer know which inspection is ready to be scheduled, I.E., plumbing, fire, framing.

Step 6 When your project has been made ready for inspection, you are to contact your local building department **IMMEDIATELY** to schedule the appointment. **Note**: You must be at home during the inspection(s). ECEP will not be present at the inspection(s).

Step 7 Once the inspector has indicated that you have “passed” inspection, you must contact ECEP in order to schedule the remainder of your installation. At this time, your ECEP appliance(s) will be setup and connected to the gas line. Your next payment must be made. You make leave a balance of up to $250 for after your final inspections.

Step 8 Upon completion of the installation, **you must schedule your final inspection with your local building inspector. This inspection should be scheduled within 10 days of your final hookups. Upon the final “passed” inspection, your final $250 will be due to close out your account.**