

# Wet Work Permit

Water damage events are a primary cause of loss on construction sites. Common sources of water damage losses include severe weather, groundwater intrusion, plumbing supply lines (domestic and fire service), building systems and plumbing and roof drains.



A **Wet Work Permit** is recommended whenever work is performed on any plumbing or piping systems that use or are connected to a water or liquid source, including water and sewer lines, drains, process piping and mechanical systems. Implementing a Wet Work Permit process helps ensure that appropriate safeguards are in place to minimize the risk of unintended water release on a jobsite.

Wet Work Permits are especially important during new construction or when renovating existing buildings. This is because many large water damage events occur during the final stages of a project, when interior finishes – which are highly susceptible to water damage – have already been installed.

For this reason, it is important to establish a Wet Work Permit process early in the project lifecycle and maintain it until the Certificate of Occupancy is issued and the building is turned over to the owner.

## To implement a Wet Work Permit process, the contractor must:

- Ensure all subcontractors and trades are aware of, and adhere to, the permit process.
- Identify a Permit Authorizing Individual, or PAI, to review and approve all work that is related to charged plumbing supply lines.
- **Establish a process to ensure:**
  - High-risk areas that require the installation of water damage sensors have been identified.
  - Primary and sectional control valves are clearly labeled and readily accessible during all phases of the construction process.
  - The primary domestic water supply line to the building is shut off each night, on weekends and holidays, and whenever the site is unoccupied.

## The following water damage safeguards are recommended for all construction sites, in addition to implementing a Wet Work Permit process:

- Labeling water control valves. Water control valves should be readily accessible and clearly identified. Temporary signage is also acceptable.
- Monitoring areas that are exposed to temperatures at or below 40 degrees Fahrenheit.
- Shutting off the main domestic control valves at the end of each workday, prior to final acceptance testing.
- Using water flow, leak detection and automatic shut-off technology.

### Wet Work Permit Instructions

#### Step 1: Justification for Wet Work

- The contractor requesting to perform wet work on charged plumbing supply lines, or other mechanical systems using water, completes the Justification for Wet Work and submits it to the Permit Authorizing Individual (PAI) for approval.
- When approved, the PAI signs off on the request

#### Step 2: Wet Work Permit

- The PAI completes Parts A and B of the Wet Work Permit.
- The contractor performing the wet work completes Parts C, D and E of the Wet Work Permit and posts the permit near the involved wet work areas.
- The contractor returns the permit to the PAI upon completion of the work.

#### Step 3: Wet Work Inspection

- The PAI, or their representative, inspects the work area by end of day for any signs of water.

## Justification for Wet Work

The contractor or individual requesting to perform work on charged plumbing lines completes this form and submits it to the Permit Authorizing Individual (PAI) prior to commencing proposed work. The PAI reviews and issues a Wet Work Permit, if approved.

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Date: \_\_\_\_\_

Contractor: \_\_\_\_\_

Person completing form (print): \_\_\_\_\_

Person completing form (signature): \_\_\_\_\_

### Justification

Work to be performed: \_\_\_\_\_

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Justification of why the water systems can't be shut off or drained: \_\_\_\_\_

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### Preparation

Piping diagrams reviewed to identify all water sources feeding the systems.....Yes/No

Water shut off valves:

- All valve locations have been identified, located and clearly labeled.....Yes/No
- All valves have been exercised to determine they are operational.....Yes/No

Identify high-value or critical equipment, processes, etc. that would be impacted in the event of an accidental water release:

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Accidental release water control plan (discuss the plan to address an unexpected release of water to minimize property damage/ critical equipment/processes/etc. and control the flow of water): \_\_\_\_\_

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Specific equipment that will be onsite to control water in the event of an accident release: \_\_\_\_\_

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### Authorization to Proceed

Approval date: \_\_\_\_\_

Person authorizing work (print): \_\_\_\_\_

Person authorizing work (signature): \_\_\_\_\_

\*This form doesn't authorize the contractor(s) performing the work to begin. A Wet Work Permit is required prior to any work being undertaken and will be issued on the day the work is performed.

# Wet Work Permit

Permit number: \_\_\_\_\_

Date: \_\_\_\_\_

### Part A: Authorized Company & Work Information

Company performing wet work: \_\_\_\_\_

Work location: \_\_\_\_\_

Work to be performed: \_\_\_\_\_

All shut off valve locations identified, verified and clearly marked.....Yes/No

Access to shut off valves provided and maintained. ....Yes/No

All workers performing work have been shown the location of all shut off valves.....Yes/No

Isolated piping has been drained and verified.....Yes/No

Drains in the work area are free and clear.....Yes/No/NA

Lockout/tagout procedures, if required, have been implemented.....Yes/No/NA

Electrical hazards in work area are protected in the event of an accidental release.....Yes/No

Equipment/high value items are protected in the event of an accidental release.....Yes/No

\*Permit is invalid until all 'No' responses are addressed or approved by the authorizing contact.

### Part B: Permit Information & Approvals

Justification for Wet Work form completed and authorized.....Yes/No

Permit start date and time: \_\_\_\_\_

Permit expiration date and time: \_\_\_\_\_

Contractor contact (print): \_\_\_\_\_

Contractor contact (signature): \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Authorizing contact (print): \_\_\_\_\_

Authorizing contact (signature): \_\_\_\_\_

Contact phone number: \_\_\_\_\_

### Part D: During Performance of Work

Work area and potentially impacted areas are to be inspected every \_\_\_\_\_ minute(s) for signs of water leaks or other concerns that could result in an accidental release.

Time inspection conducted: \_\_\_\_\_

Initials of inspector: \_\_\_\_\_

Time inspection conducted: \_\_\_\_\_

Initials of inspector: \_\_\_\_\_

Time inspection conducted: \_\_\_\_\_

Initials of inspector: \_\_\_\_\_

Time inspection conducted: \_\_\_\_\_

Initials of inspector: \_\_\_\_\_

### Part C: Pre-Work Assessment

Piping diagrams reviewed to verify all feeding systems..Yes/No

Accident release water plan has been reviewed with those performing the work.....Yes/No

Accident water release contacts names and numbers posted in work area.....Yes/No

Spill control kits contain all necessary equipment to address an accidental release.....Yes/No

Spill control kit is accessible in work area.....Yes/No

**Part E: Post Work Assessment & Permit Close Out**

When restoring the system, a slow ramp-up process is required to prevent system shocks from pressure, water flow, etc. which could result in damage to the system.

System tested for leaks prior to being placed back into service.....Yes/No

Where required, hydrostatic pressure testing has been performed.....Yes/No/NA

Performed work has been inspected to verify all connections have been made and are secured.....Yes/No

All drains in the work area are clear and free of debris....Yes/No

System is properly restored back into service.....Yes/No

Leak inspections:

- At time of completion of work:
  - Time: \_\_\_\_\_
  - Contractor contact (print): \_\_\_\_\_
  - Contractor contact (signature): \_\_\_\_\_

- 30 minutes post completion of work:
  - Time: \_\_\_\_\_
  - Contractor contact (print): \_\_\_\_\_
  - Contractor contact (signature): \_\_\_\_\_

Authorizing contact confirms work is complete, and no leaks are detected.

- Permit termination:
  - Date: \_\_\_\_\_
  - Time: \_\_\_\_\_
- Authorizing contact (print): \_\_\_\_\_
- Authorizing contact (signature): \_\_\_\_\_

**Use this information to help mitigate water damage.**

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