



MULTI-FAMILY & COMMERCIAL

PERMIT SUBMITTAL CHECKLIST

LOW VOLTAGE, LIGHTING, VACUUM

Contractor Registration

- All Contractors must be registered and up-to-date to pull permits.



Initial Deposit

- 1% of the contract value is due upfront with a minimum of \$100.00 for the first \$500 of the contract. Remaining balance is due upon issuance.

REQUIRED FORMS

- | | | | | |
|---|---|--|--|--|
| <input type="checkbox"/>  Submittal Form | <input type="checkbox"/> Limited Energy Application | <input type="checkbox"/>  Authorized Agent Form | | |
|---|---|--|--|--|

CONTRACTOR REQUIRED DOCUMENTS

- | | | | |
|--|---|--|--|
| <input type="checkbox"/>  Contract | <input type="checkbox"/>  Plans | | |
|--|---|--|--|

ADDITIONAL SUBMITTAL REQUIREMENTS

- | | |
|---|---|
| <input type="checkbox"/>  Notice of Commencement (NOC) | A certified NOC is required on Building permits with a value greater than \$2,500 and Mechanical AC Changeout Permits greater than \$7,500. |
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Applying Online?

- [Applicant User Guide](#)
- [Naming Convention](#)



Submit Application