



MULTI-FAMILY & COMMERCIAL PERMIT SUBMITTAL CHECKLIST

DECK/PATIO APPLICATION

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.

Sub Trade Applications

• All subcontractor applications are due prior to permit issuance.

REQUIRED FORMS

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Submittal Form | <input type="checkbox"/> Main Building Application | <input type="checkbox"/> Environmental Application | <input type="checkbox"/> Authorized Agent Form |
|---|--|--|--|

CONTRACTOR / OWNER BUILDER REQUIRED DOCUMENTS

- | | | | | |
|---|---|--|--|--|
| <input type="checkbox"/> Contract | <input type="checkbox"/> Survey/Site Plan | <input type="checkbox"/> Tree Survey | <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