



## MULTI-FAMILY & COMMERCIAL PERMIT SUBMITTAL CHECKLIST

### DEMOLITION ENTIRE BUILDING

#### Contractor Registration

• All Contractors must be registered and up-to-date to pull permits. Owner Builders refer to Additional Requirements.

#### 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"/> <a href="#">Submittal Form</a>	<input type="checkbox"/> <a href="#">Main Building Application</a>	<input type="checkbox"/> <a href="#">Environmental Application</a>	<input type="checkbox"/> <a href="#">Authorized Agent Form</a>	<input type="checkbox"/> <a href="#">Water/Sewer Form</a>
<input type="checkbox"/> <a href="#">Demo Form</a>	<input type="checkbox"/> <a href="#">Plumbing Application</a>	<input type="checkbox"/> <a href="#">Electrical Application</a>		

#### CONTRACTOR / OWNER BUILDER REQUIRED DOCUMENTS

<input type="checkbox"/> <b>Contract</b>	<input type="checkbox"/> <b>Adjacent Owner Notification Letter</b>	<input type="checkbox"/> <b>Gas Disconnect Letter</b>	<input type="checkbox"/> <b>FPL Disconnect Letter</b>	<input type="checkbox"/> <b>Refrigerant Recovery Affidavit</b>
<input type="checkbox"/> <b>Recorded Warranty Deed</b>	<input type="checkbox"/> <b>Backflow Certification &amp; Bib</b>	<input type="checkbox"/> <b>Site Plan &amp; Survey</b>		

#### ADDITIONAL SUBMITTAL REQUIREMENTS



[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.



#### Applying Online?

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



Submit Application