



MULTI-FAMILY & COMMERCIAL PERMIT SUBMITTAL CHECKLIST

DOCK/PILING/SEAWALL/BOATLIFT 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"/> Electrical Application	<input type="checkbox"/>  Authorized Agent Form	<input type="checkbox"/> Plumbing Application
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CONTRACTOR REQUIRED DOCUMENTS

<input type="checkbox"/>  Contract	<input type="checkbox"/>  Survey/Site Plan	<input type="checkbox"/>  Plans	<input type="checkbox"/>  Architect/Engineer Seal	<input type="checkbox"/>  Electrical Load Calcs
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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