



MULTI-FAMILY & COMMERCIAL PERMIT SUBMITTAL CHECKLIST

ENVIRONMENTAL MISCELLANEOUS

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

 [Submittal Form](#)

[Environmental Application](#)

 [Authorized Agent Form](#)

CONTRACTOR / OWNER BUILDER REQUIRED DOCUMENTS

 [Contract](#)

 [Survey/Site Plan](#)

[Landscape Plan](#)

[Tree Survey](#)

[CAB Approval](#)

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