



## PERMIT SUBMITTAL CHECKLIST

### EXHAUST/GREASE HOOD 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"/>  <a href="#">Submittal Form</a>	<input type="checkbox"/> <a href="#">Main Building Application</a>	<input type="checkbox"/> <a href="#">Electrical Application</a>	<input type="checkbox"/>  <a href="#">Authorized Agent Form</a>	<input type="checkbox"/> <a href="#">Mechanical Application</a>
<input type="checkbox"/> <a href="#">Fire Building Application</a>	<input type="checkbox"/> <a href="#">Fire Sprinkler Application</a>			

#### CONTRACTOR / OWNER BUILDER REQUIRED DOCUMENTS

<input type="checkbox"/>  <b>Contract</b>	<input type="checkbox"/> <b>CAB Approval</b>	<input type="checkbox"/>  <b>Building Plans</b>	<input type="checkbox"/>  <b>Survey/Site Plan</b>	<input type="checkbox"/>  <b>Architect/Engineer Seal</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.

#### EARLY START REQUIREMENTS

- [Pre-Permit Construction Agreement \(PPCA\)](#)



#### Applying Online?

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



Submit Application