



## MULTI-FAMILY & COMMERCIAL

### PERMIT SUBMITTAL CHECKLIST

#### REFRIGERATION

##### 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="#">Mechanical Application</a>	<input type="checkbox"/> <a href="#">Fire Sprinkler Application</a>	<input type="checkbox"/>  <a href="#">Authorized Agent Form</a>	<input type="checkbox"/> <a href="#">Electrical Application</a>
---	---	---	--	---

#### CONTRACTOR / OWNER BUILDER REQUIRED DOCUMENTS

<input type="checkbox"/>  <b>Contract</b>	<input type="checkbox"/> <b>CAB Approval</b>	<input type="checkbox"/>  <b>Plans</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