



MULTI-FAMILY & COMMERCIAL PERMIT SUBMITTAL CHECKLIST

RE-ROOF

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"/> Plumbing Application	<input type="checkbox"/> Roof Supplemental Package	<input type="checkbox"/> Authorized Agent Form
<input type="checkbox"/> Mechanical Application	<input type="checkbox"/> Electrical Application			

CONTRACTOR / OWNER BUILDER REQUIRED DOCUMENTS

<input type="checkbox"/> Contract	<input type="checkbox"/> Product Approvals	<input type="checkbox"/> CAB Approval	<input type="checkbox"/> Architect/ Engineer Seal	<input type="checkbox"/> Building Plans
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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