



## 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"/> <a href="#">Submittal Form</a>	<input type="checkbox"/> <a href="#">Main Building Application</a>	<input type="checkbox"/> <a href="#">Plumbing Application</a>	<input type="checkbox"/> <a href="#">Roof Supplemental Package</a>	<input type="checkbox"/> <a href="#">Authorized Agent Form</a>
<input type="checkbox"/> <a href="#">Mechanical Application</a>	<input type="checkbox"/> <a href="#">Electrical Application</a>			

#### CONTRACTOR / OWNER BUILDER REQUIRED DOCUMENTS

<input type="checkbox"/> <b>Contract</b>	<input type="checkbox"/> <b>Product Approvals</b>	<input type="checkbox"/> <b>CAB Approval</b>	<input type="checkbox"/> <b>Architect/ Engineer Seal</b>	<input type="checkbox"/> <b>Building Plans</b>
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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 \$15,000.



#### Applying Online?

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



Submit Application