



## PERMIT SUBMITTAL CHECKLIST

### RE-ROOF WITH EQUIPMENT REPLACEMENT

#### 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="#">Roof Mitigation Application</a>	<input type="checkbox"/> <a href="#">Roof Supplemental Package</a>	<input type="checkbox"/> <a href="#">Mechanical Application</a>
<input type="checkbox"/> <a href="#">A/C Data Sheet</a>	<input type="checkbox"/>  <a href="#">Authorized Agent Form</a>	<input type="checkbox"/> <a href="#">Electrical Application</a>	<input type="checkbox"/> <a href="#">Plumbing Application</a>	

#### CONTRACTOR REQUIRED DOCUMENTS

<input type="checkbox"/>  <b>Contract</b>	<input type="checkbox"/>  <b>Product Approvals</b>	<input type="checkbox"/>  <b>Mechanical Equipment Attachment</b>	<input type="checkbox"/>  <b>Architect/Engineer Seal</b>	<input type="checkbox"/>  <b>Building Plans</b>
<input type="checkbox"/> <b>CAB Approval</b>	<input type="checkbox"/> <b>Roof Drainage Calcs</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