



MULTI-FAMILY & COMMERCIAL

PERMIT SUBMITTAL CHECKLIST

SOIL LOT PREPARATION

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.

REQUIRED FORMS

<input type="checkbox"/> Submittal Form	<input type="checkbox"/> Zoning Application	<input type="checkbox"/> Fire Building Application	<input type="checkbox"/> Authorized Agent Form	<input type="checkbox"/> Environmental Application
<input type="checkbox"/> Building Application	<input type="checkbox"/> Engineering Application			

CONTRACTOR / OWNER BUILDER REQUIRED DOCUMENTS

<input type="checkbox"/> Contract	<input type="checkbox"/> Survey/Site Plan	<input type="checkbox"/> Architect/Engineer Seal	<input type="checkbox"/> Plans
<input type="checkbox"/> Geo Technical Report			

- **PRE-CONSTRUCTION MEETING REQUIRED PRIOR TO PERMIT ISSUANCE: CONTACT Dfisher@myboca.us OR CALL 561-393-7935 TO SCHEDULE.**

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