



MULTI-FAMILY & COMMERCIAL

PERMIT SUBMITTAL CHECKLIST

SITE LIGHTING

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"/> Electrical Application	<input type="checkbox"/> Authorized Agent Form	<input type="checkbox"/> Building Application	
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CONTRACTOR / OWNER BUILDER REQUIRED DOCUMENTS

<input type="checkbox"/> Contract	<input type="checkbox"/> Plans	<input type="checkbox"/> CAB Approval	<input type="checkbox"/> Load Calcs	<input type="checkbox"/> Survey/Site Plan
<input type="checkbox"/> Architect/Engineer Seal	<input type="checkbox"/> Windload Calcs			

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