



MULTI-FAMILY & COMMERCIAL PERMIT SUBMITTAL CHECKLIST

TEMPORARY OFFICE AND SALES TRAILER

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"/> Electrical Application	<input type="checkbox"/>  Authorized Agent Form	<input type="checkbox"/> Fire Building Application
	<input type="checkbox"/> After Hours Inspection Affidavit	<input type="checkbox"/> Engineering Application	<input type="checkbox"/> Environmental Application	<input type="checkbox"/> Plumbing Application

CONTRACTOR / OWNER BUILDER REQUIRED DOCUMENTS

<input type="checkbox"/>  Contract	<input type="checkbox"/>  Survey/Site Plan	<input type="checkbox"/>  Plans	<input type="checkbox"/>  Architect/Engineer Seal	<input type="checkbox"/> Tie-Down Plan
<input type="checkbox"/> Landscape Plan				

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