



**MULTI-FAMILY & COMMERCIAL PERMIT SUBMITTAL CHECKLIST**  
**NEW 3 OR 4 UNIT (NOT TOWNHOUSE)**

**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="#">Electrical Application</a>	<input type="checkbox"/> <a href="#">Plumbing Application</a>	<input type="checkbox"/> <a href="#">Mechanical Application</a>
<input type="checkbox"/> <a href="#">Engineering Application</a>	<input type="checkbox"/> <a href="#">Environmental Application</a>	<input type="checkbox"/> <a href="#">Temp For Test Form</a>	<input type="checkbox"/> <a href="#">Roof Supplemental Package</a>	<input type="checkbox"/> <a href="#">Water Sewer Form</a>
<input type="checkbox"/> <a href="#">Authorized Agent Form</a>	<input type="checkbox"/> <a href="#">Zoning Application</a>	<input type="checkbox"/> <a href="#">Roof Application</a>	<input type="checkbox"/> <a href="#">Fire Alarm Application</a>	<input type="checkbox"/> <a href="#">L/V Fire Alarm Application</a>
<input type="checkbox"/> <a href="#">Fire Building Application</a>	<input type="checkbox"/> <a href="#">Fire Sprinkler Application</a>	<input type="checkbox"/> <a href="#">CAB Application</a>	<input type="checkbox"/> <a href="#">Fire Gas Application</a>	<input type="checkbox"/> <a href="#">Existing use Credit Form</a>
<input type="checkbox"/> <a href="#">Fuel Gas Application</a>	<input type="checkbox"/> <a href="#">Low Voltage Phone Data</a>	<input type="checkbox"/> <a href="#">Access Control Application</a>	<input type="checkbox"/> <a href="#">Plumbing Gas Application</a>	<input type="checkbox"/> <a href="#">Mechanical Refrigeration Application</a>
<input type="checkbox"/> <a href="#">Limited Energy Application</a>	<input type="checkbox"/> <a href="#">Irrigation Application</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**CONTRACTOR REQUIRED DOCUMENTS**

<input type="checkbox"/> <b>Contract</b>	<input type="checkbox"/> <b>Product Approvals &amp;/or NOA's</b>	<input type="checkbox"/> <b>Truss Drawings</b>	<input type="checkbox"/> <b>Mechanical Load Calcs</b>	<input type="checkbox"/> <b>Energy Calcs</b>
<input type="checkbox"/> <b>Building Plans</b>	<input type="checkbox"/> <b>Survey/Site Plan</b>	<input type="checkbox"/> <b>Drainage Plan</b>	<input type="checkbox"/> <b>PWR Approval</b>	<input type="checkbox"/> <b>Tree Survey</b>
<input type="checkbox"/> <b>Landscape Plan</b>	<input type="checkbox"/> <b>Architect/Engineer Seal</b>	<input type="checkbox"/> <b>Electrical Load Calcs</b>		



**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.

**EARLY START REQUIREMENTS**

- [Pre-Permit Construction Agreement \(PPCA\)](#)



**Applying Online?**

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



Submit Application