



## MULTI-FAMILY & COMMERCIAL PERMIT SUBMITTAL CHECKLIST

### UNDERGROUND FUEL TANK REMOVAL

#### 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

 [Submittal Form](#)

[Plumbing Application](#)

[Fire Gas Application](#)

[Environmental Application](#)

#### CONTRACTOR / OWNER BUILDER REQUIRED DOCUMENTS

 **Contract**

 **Plans**

 **Survey/Site Plan**

**ERM Approval**

#### 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