



## PERMIT SUBMITTAL CHECKLIST

### FUEL TANK & LINE

#### Contractor Registration

• All Contractors must be registered and up-to-date to pull permits. Owner Builders refer to Additional Requirements.




#### 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="#">Plumbing Application</a> | <input type="checkbox"/>  <a href="#">Fire Gas Application</a> | <input type="checkbox"/>  <a href="#">Authorized Agent Form</a> |
|---|---|---|--|

#### CONTRACTOR / OWNER BUILDER REQUIRED DOCUMENTS


- |   |  |   |
|---|--|---|
| <input type="checkbox"/>  <a href="#">Contract</a> | <input type="checkbox"/>  <a href="#">Plans</a> | <input type="checkbox"/>  <a href="#">Survey/Site Plan</a> |
|---|--|---|

### 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.

#### OWNER BUILDER REQUIREMENTS

- |  |
|--|
| <input type="checkbox"/> <a href="#">Owner Builder Affidavit</a>   |
| <input type="checkbox"/>  <a href="#">Estimate of Costs</a> |



#### Applying Online?

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



Submit Application