



## PERMIT SUBMITTAL CHECKLIST

### ELECTRICAL SERVICE WORK

#### Contactor 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="#">Electrical Application</a>	<input type="checkbox"/> <a href="#">Authorized Agent Form</a>	
---	---	--	--

#### CONTRACTOR / OWNER BUILDER REQUIRED DOCUMENTS

<input type="checkbox"/> <b>Contract</b>	<input type="checkbox"/> <b>Electrical Load Calcs</b>	<input type="checkbox"/> <b>Plans</b>	<input type="checkbox"/> <b>CAB Approval</b>	<input type="checkbox"/>
--	---	---------------------------------------	--	--------------------------

### 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

- [Owner Builder Affidavit](#)
- Estimate of Costs**



#### Applying Online?

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



Submit Application