



PERMIT SUBMITTAL CHECKLIST

IRIS IRRIGATION METER (NO REVIEW REQUIRED)

(2) SETS REQUIRED FOR OVER THE COUNTER (OTC) SUBMITTAL

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="#">Authorized Agent Form</a> | <input type="checkbox"/> <a href="#">Water/Sewer Form</a> |
|---|---|--|---|

CONTRACTOR / OWNER BUILDER REQUIRED DOCUMENTS

- |   |
|---|
| <input type="checkbox"/> <a href="#">Contract</a> |
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ADDITIONAL SUBMITTAL REQUIREMENTS

- |   |
|---|
| <input type="checkbox"/> <a href="#">Notice of Commencement (NOC)</a> |
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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