



PERMIT SUBMITTAL CHECKLIST

LIGHTNING PROTECTION SYSTEM

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"/> Submittal Form | <input type="checkbox"/> Electrical Application | <input type="checkbox"/> Authorized Agent Form |
|---|---|--|

CONTRACTOR / OWNER BUILDER REQUIRED DOCUMENTS

- | | | |
|---|--|--|
| <input type="checkbox"/> Contract | <input type="checkbox"/> Plans | <input type="checkbox"/> Architect/Engineer Seal |
|---|--|--|

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"/> Owner Builder Affidavit |
| <input type="checkbox"/> Estimate of Costs |



Applying Online?

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



Submit Application