



## PERMIT SUBMITTAL CHECKLIST

### NATURAL/LP GAS PIPING/FIXTURES

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

Any gas illuminated fixtures, fire features, or components are required to be approved by a nationally recognized testing agency.

#### CONTRACTOR / OWNER BUILDER REQUIRED DOCUMENTS

- |  |                                       |
|--|---------------------------------------|
| <input type="checkbox"/> <b>Contract</b> | <input type="checkbox"/> <b>Plans</b> |
|--|---------------------------------------|

### ADDITIONAL SUBMITTAL REQUIREMENTS

- |   |
|---|
| <input type="checkbox"/> <b><u>Notice of Commencement (NOC)</u></b> |
|---|

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"/> <b>Estimate of Costs</b>                |



#### Applying Online?

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



Submit Application