



## MULTI-FAMILY & COMMERCIAL PERMIT SUBMITTAL CHECKLIST

### INTERIOR ONLY ALTERATION

#### Contractor Registration

- All Contractors must be registered and up-to-date to pull permits.

#### 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="#">Main Building Application</a>	<input type="checkbox"/> <a href="#">Electrical Application</a>	<input type="checkbox"/> <a href="#">Plumbing Application</a>	<input type="checkbox"/> <a href="#">Plumbing Gas Application</a>
<input type="checkbox"/> <a href="#">Fire Sprinkler Application</a>	<input type="checkbox"/> <a href="#">Fire Alarm Application</a>	<input type="checkbox"/> <a href="#">Fire Building Application</a>	<input type="checkbox"/> <a href="#">Authorized Agent Form</a>	<input type="checkbox"/> <a href="#">Mechanical Application</a>
<input type="checkbox"/> <a href="#">Water/Sewer Application</a>				

#### CONTRACTOR / OWNER BUILDER REQUIRED DOCUMENTS

<input type="checkbox"/> <b>Contract</b>	<input type="checkbox"/> <b>Building Plans</b>	<input type="checkbox"/> <b>Architect/Engineer Seal</b>	<input type="checkbox"/> <b>Health Department Approval</b>
<input type="checkbox"/> <b>Fire Sprinkler Equip Data Sheet</b>	<input type="checkbox"/> <b>Hydraulic calcs</b>	<input type="checkbox"/>	<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.

#### EARLY START REQUIREMENTS

- [Pre-Permit Construction Agreement \(PPCA\)](#)



#### Applying Online?

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



Submit Application