



MULTI-FAMILY & COMMERCIAL PERMIT SUBMITTAL CHECKLIST
ADDITION/INTERIOR AND/OR EXTERIOR 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"/> Submittal Form	<input type="checkbox"/> Main Building Application	<input type="checkbox"/> Electrical Application	<input type="checkbox"/> Plumbing Application	<input type="checkbox"/> Mechanical Application
<input type="checkbox"/> Engineering Application	<input type="checkbox"/> Environmental Application	<input type="checkbox"/> Roof Mitigation Application	<input type="checkbox"/> Roof Supplemental Package	<input type="checkbox"/> Water Sewer Form
<input type="checkbox"/> Authorized Agent Form	<input type="checkbox"/> Zoning Application	<input type="checkbox"/> Roof Application	<input type="checkbox"/> Fire Alarm Application	<input type="checkbox"/> L/V Fire Alarm Application
<input type="checkbox"/> Fire Building Application	<input type="checkbox"/> Fire Sprinkler Application	<input type="checkbox"/> Irrigation Application	<input type="checkbox"/> Limited Energy Application	<input type="checkbox"/> Access Control Application
<input type="checkbox"/> Mechanical Refrigeration Application				

CONTRACTOR REQUIRED DOCUMENTS

<input type="checkbox"/> Contract	<input type="checkbox"/> Product Approvals &/or NOA's	<input type="checkbox"/> Truss Drawings	<input type="checkbox"/> Mechanical Load Calcs	<input type="checkbox"/> Energy Calcs
<input type="checkbox"/> Building Plans	<input type="checkbox"/> Survey/Site Plan	<input type="checkbox"/> HOA Approval	<input type="checkbox"/> Adjacent Owner Notice	<input type="checkbox"/> Tree Survey
<input type="checkbox"/> Landscape Plan	<input type="checkbox"/> Architect/Engineer Seal	<input type="checkbox"/> PWR Approval	<input type="checkbox"/> Drainage Plan	<input type="checkbox"/> Fire Alarm Shop Drawings
<input type="checkbox"/> Fire Alarm Data Sheets	<input type="checkbox"/> Fire Alarm NRTL Certificate	<input type="checkbox"/> Copy of City Annual Fire Alarm Registration	<input type="checkbox"/> Electrical Load Calcs	



[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