



**MULTI-FAMILY & COMMERCIAL**  
**PERMIT SUBMITTAL CHECKLIST**  
**CANOPY/AWNING APPLICATION**

**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.

**REQUIRED FORMS**

<input type="checkbox"/> <a href="#">Submittal Form</a>	<input type="checkbox"/> <a href="#">Building 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="#">Electrical Application</a>
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**CONTRACTOR REQUIRED DOCUMENTS**

<input type="checkbox"/> <b>Contract</b>	<input type="checkbox"/> <b>Material Sample</b>	<input type="checkbox"/> <b>Flame Certificate</b>	<input type="checkbox"/> <b>Plans</b>
<input type="checkbox"/> <b>Survey/Site Plan</b>	<input type="checkbox"/> <b>Architect/Engineer</b>		

**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.



**Applying Online?**

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



**Submit Application**