



MULTI-FAMILY & COMMERCIAL PERMIT SUBMITTAL CHECKLIST

ENGINEERING WATER/SEWER/PAVING/DRAINAGE

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"/> Engineering Application	<input type="checkbox"/>  Authorized Agent Form	<input type="checkbox"/> Fire Building Application	
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CONTRACTOR / OWNER BUILDER REQUIRED DOCUMENTS

<input type="checkbox"/>  Contract	<input type="checkbox"/>  Survey/Site Plan	<input type="checkbox"/>  Plans	<input type="checkbox"/>  Architect/Engineer Seal	<input type="checkbox"/> PWR Approval
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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