



MULTI-FAMILY & COMMERCIAL

PERMIT SUBMITTAL CHECKLIST

FENCE/WALL

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"/> Submittal Form | <input type="checkbox"/> Zoning Application | <input type="checkbox"/> Fire Building Application | <input type="checkbox"/> Authorized Agent Form | <input type="checkbox"/> Environmental Application |
| <input type="checkbox"/> Building Application | <input type="checkbox"/> Electrical Application | <input type="checkbox"/> Fence/Wall/Gate Addendum | | |

CONTRACTOR / OWNER BUILDER REQUIRED DOCUMENTS

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

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

