



## MULTI-FAMILY & COMMERCIAL PERMIT SUBMITTAL CHECKLIST

### PAVING & RESURFACING

#### 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="#">Fire Building Application</a> | <input type="checkbox"/> <a href="#">Engineering Application</a> | <input type="checkbox"/> <a href="#">Authorized Agent Form</a> |
|---|--|--|--|

#### CONTRACTOR / OWNER BUILDER REQUIRED DOCUMENTS

- |  |  |                                       |  |
|--|--|---------------------------------------|--|
| <input type="checkbox"/> <b>Contract</b> | <input type="checkbox"/> <b>Survey/Site Plan</b> | <input type="checkbox"/> <b>Plans</b> | <input type="checkbox"/> <b>PWR Approval</b> |
|--|--|---------------------------------------|--|

### ADDITIONAL SUBMITTAL REQUIREMENTS

- |   |   |
|---|---|
| <input type="checkbox"/> <a href="#">Notice of Commencement (NOC)</a> | 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