



MULTI-FAMILY & COMMERCIAL PERMIT SUBMITTAL CHECKLIST

SCREEN AND ENCLOSURE

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"/> Authorized Agent Form |
|---|--|--|

CONTRACTOR / OWNER BUILDER REQUIRED DOCUMENTS

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

ADDITIONAL SUBMITTAL REQUIREMENTS

- | | |
|---|---|
| <input type="checkbox"/> 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. |
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Applying Online?

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



Submit Application