



MULTI-FAMILY & COMMERCIAL
PERMIT SUBMITTAL CHECKLIST
SECURITY AND ACCESS CONTROL

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"/> Electrical Application | <input type="checkbox"/>  Authorized Agent Form | <input type="checkbox"/> Low Voltage Access Control | <input type="checkbox"/> Fire Alarm Application |
|---|---|--|---|---|

CONTRACTOR / OWNER BUILDER REQUIRED DOCUMENTS

| | | | |
|--|---|--|---|
| <input type="checkbox"/>  Contract | <input type="checkbox"/>  Plans | <input type="checkbox"/> CAB Approval | <input type="checkbox"/>  Architect/Engineer seal |
|--|---|--|---|

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