



## MULTI-FAMILY & COMMERCIAL PERMIT SUBMITTAL CHECKLIST

### SIGN WINDOW VINYL PANEL CHANGE APPLICATION

#### 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="#">Zoning Application</a>	<input type="checkbox"/>  <a href="#">Authorized Agent Form</a>		
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#### CONTRACTOR / OWNER BUILDER REQUIRED DOCUMENTS

<input type="checkbox"/>  <b>Contract</b>	<input type="checkbox"/> <b>CAB Approval</b>	<input type="checkbox"/>  <b>Plans</b>		
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#### 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.
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#### Applying Online?

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



Submit Application