



SINGLE FAMILY PERMIT SUBMITTAL CHECKLIST

CONCRETE MISC REPAIR / GUARDRAIL

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"/> Building Application	<input type="checkbox"/> Electrical Application		
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CONTRACTOR REQUIRED DOCUMENTS

<input type="checkbox"/> Contract	<input type="checkbox"/> Plans	<input type="checkbox"/> Survey/Site Plan	<input type="checkbox"/> Narrative of scope	
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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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OWNER BUILDER REQUIREMENTS

<input type="checkbox"/> Owner Builder Affidavit
<input type="checkbox"/> Estimate of Costs



Applying Online?

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



Submit Application