



PERMIT SUBMITTAL CHECKLIST

DEMOLITION ENTIRE BUILDING

Contractor Registration

• All Contractors must be registered and up-to-date to pull permits. Owner Builders refer to Additional Requirements.

Initial Deposit

• 1% of the contract value is due upfront with a minimum of \$79.00 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"/> Environmental Application	<input type="checkbox"/> Authorized Agent Form	<input type="checkbox"/> Water/Sewer Form
<input type="checkbox"/> Demo Form	<input type="checkbox"/> Plumbing Application	<input type="checkbox"/> Electrical Application		

CONTRACTOR / OWNER BUILDER REQUIRED DOCUMENTS

<input type="checkbox"/> Contract	<input type="checkbox"/> Adjacent Owner Notification Letter	<input type="checkbox"/> Gas Disconnect Letter	<input type="checkbox"/> FPL Disconnect Letter	<input type="checkbox"/> Refrigerant Affidavit
<input type="checkbox"/> Recorded Warranty Deed	<input type="checkbox"/> Backflow Certification & Bib	<input type="checkbox"/> Site Plan & Survey		

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.

OWNER BUILDER REQUIREMENTS

- [Owner Builder Affidavit](#)
- Estimate of Costs**



Applying Online?

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



Submit Application

REVISED

10:08 am, Apr 25, 2018

STAY CONNECTED

