



PERMIT SUBMITTAL CHECKLIST

CANOPY/AWNING

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 \$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"/> Authorized Agent Form	
---	---	--	--

CONTRACTOR / OWNER BUILDER REQUIRED DOCUMENTS

<input type="checkbox"/> Contract	<input type="checkbox"/> Plans	<input type="checkbox"/> Survey/Site plan	<input type="checkbox"/> Architect/Engineer Seal	
--	---------------------------------------	--	---	--

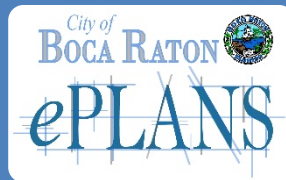
ADDITIONAL SUBMITTAL REQUIREMENTS

[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.

OWNER BUILDER REQUIREMENTS

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



Applying Online?

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



Submit Application