



PERMIT SUBMITTAL CHECKLIST

DECK/PATIO

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



[Submittal Form](#)



[Building Application](#)



[Authorized Agent Form](#)

CONTRACTOR / OWNER BUILDER REQUIRED DOCUMENTS



[Contract](#)



[Plans](#)



[Survey/Site plan](#)



[Drawings](#)

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