



PERMIT SUBMITTAL CHECKLIST

FENCE/SITE WALL

(2) SETS REQUIRED FOR OVER THE COUNTER (OTC) SUBMITTAL

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"/> Zoning Application	<input type="checkbox"/> Authorized Agent Form	<input type="checkbox"/> Fence/Wall/Gates Addendum
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CONTRACTOR / OWNER BUILDER REQUIRED DOCUMENTS

<input type="checkbox"/> Contract	<input type="checkbox"/> Plans	<input type="checkbox"/> Survey/Site plan	<input type="checkbox"/> Easement Agreement Information	<input type="checkbox"/> Inspection Affidavit
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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