



PERMIT SUBMITTAL CHECKLIST

INTERIOR ONLY ALTERATION

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"/> Main Building Application	<input type="checkbox"/> Electrical Application	<input type="checkbox"/> Plumbing Application	<input type="checkbox"/> Mechanical Application
<input type="checkbox"/> Plumbing Gas Application	<input type="checkbox"/> Authorized Agent Form	<input type="checkbox"/> Replacement Data Sheet		

CONTRACTOR / OWNER BUILDER REQUIRED DOCUMENTS

<input type="checkbox"/> Contract	<input type="checkbox"/> Plans	<input type="checkbox"/> Electrical Load Calcs	
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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