



## PERMIT SUBMITTAL CHECKLIST

### MECHANICAL HVAC

#### 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.

#### REQUIRED FORMS

<input type="checkbox"/> <a href="#">Submittal Form</a>	<input type="checkbox"/> <a href="#">Mechanical Application</a>	<input type="checkbox"/> <a href="#">Electrical Application</a>	<input type="checkbox"/> <a href="#">Authorized Agent Form</a>	<input type="checkbox"/> <a href="#">Roof Warranty Notification</a>
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#### CONTRACTOR / OWNER BUILDER REQUIRED DOCUMENTS

<input type="checkbox"/> <b>Contract</b>	<input type="checkbox"/> <b>Plans</b>	<input type="checkbox"/> <b>Electrical Load Calcs</b>	<input type="checkbox"/> <b>Engineered Drawing Reflecting attachment</b>	
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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