



PERMIT SUBMITTAL CHECKLIST

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

RE-ROOF FOR SINGLE FAMILY

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"/> Submittal Form	<input type="checkbox"/> Main Building Application	<input type="checkbox"/> Notice of Commencement	<input type="checkbox"/> Roof Affidavit	<input type="checkbox"/> Authorized Agent Form
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CONTRACTOR / OWNER BUILDER REQUIRED DOCUMENTS

<input type="checkbox"/> Contract		
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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