



## PERMIT SUBMITTAL CHECKLIST

### NEW DUPLEX

#### 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 \$79.00 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"/> <a href="#">Submittal Form</a>	<input type="checkbox"/> <a href="#">Main Building Application</a>	<input type="checkbox"/> <a href="#">Electrical Application</a>	<input type="checkbox"/> <a href="#">Plumbing Application</a>	<input type="checkbox"/> <a href="#">Mechanical Application</a>
<input type="checkbox"/> <a href="#">Engineering Application</a>	<input type="checkbox"/> <a href="#">Environmental Application</a>	<input type="checkbox"/> <a href="#">Roof Supplemental Package</a>	<input type="checkbox"/> <a href="#">Water Sewer Form</a>	<input type="checkbox"/> <a href="#">Roof Application</a>
<input type="checkbox"/> <a href="#">Zoning Application</a>	<input type="checkbox"/> <a href="#">Existing Use Credit Application</a>	<input type="checkbox"/> <a href="#">Authorized Agent Form</a>	<input type="checkbox"/> <a href="#">Door Blower Application</a>	

#### CONTRACTOR / OWNER BUILDER REQUIRED DOCUMENTS

<input type="checkbox"/> <b>Contract</b>	<input type="checkbox"/> <b>Product Approvals &amp;/or NOA</b>	<input type="checkbox"/> <b>Truss Drawings</b>	<input type="checkbox"/> <b>Electrical Load Calcs</b>	<input type="checkbox"/> <b>Mechanical Load Calcs</b>
<input type="checkbox"/> <b>Building Plans</b>	<input type="checkbox"/> <b>Survey/Site Plan</b>	<input type="checkbox"/> <b>Landscap e Plan</b>	<input type="checkbox"/> <b>Tree Survey</b>	<input type="checkbox"/> <b>Drainage Plan</b>
<input type="checkbox"/> <b>Mechanical EQPT Attachment</b>	<input type="checkbox"/> <b>Architect/Engineer Seal</b>	<input type="checkbox"/> <b>Windloads</b>	<input type="checkbox"/> <b>Energy Calcs</b>	<input type="checkbox"/> <b>Geo Tech Reports</b>

#### 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