



PERMIT SUBMITTAL CHECKLIST

AC CHANGEOUT (NO REVIEW REQUIRED)

(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

•For AC Changeouts the entire balance is due upon submittal. please refer to our User Fee Schedule for details.

REQUIRED FORMS

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Submittal Form | <input type="checkbox"/> Mechanical Application | <input type="checkbox"/> AC Replacement Data Sheet | <input type="checkbox"/> Authorized Agent Form |
|---|---|--|--|

CONTRACTOR / OWNER BUILDER REQUIRED DOCUMENTS

- | |
|--|
| <input type="checkbox"/> Contract |
|--|

ADDITIONAL SUBMITTAL REQUIREMENTS

- | |
|---|
| <input type="checkbox"/> 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

- | |
|--|
| <input type="checkbox"/> Owner Builder Affidavit |
| <input type="checkbox"/> Estimate of Costs |



Applying Online?

- [Applicant User Guide](#)
- [Naming Convention](#)



Submit Application