



PERMIT SUBMITTAL CHECKLIST

ENGINEERING RIGHT OF WAY

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

[Submittal Form](#)

[Engineering Application](#)

CONTRACTOR / OWNER BUILDER REQUIRED DOCUMENTS

Contract

Survey/Site plan

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