



## MULTI-FAMILY & COMMERCIAL

### PERMIT SUBMITTAL CHECKLIST

#### FIRE ALARM SYSTEM

##### Contractor Registration

- All Contractors must be registered and up-to-date to pull permits.

##### 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="#">Fire Sprinkler Application</a> | <input type="checkbox"/> <a href="#">Authorized Agent Form</a> |  |  |
|---|---|--|--|--|

##### CONTRACTOR / OWNER BUILDER REQUIRED DOCUMENTS

- |  |                                       |   |  |
|--|---------------------------------------|---|--|
| <input type="checkbox"/> <b>Contract</b> | <input type="checkbox"/> <b>Plans</b> | <input type="checkbox"/> <b>Architect/Engineer Seal</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.



### Applying Online?

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



Submit Application