



PERMIT SUBMITTAL CHECKLIST

WINDOW, DOOR, & SHUTTER

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.

Sub Trade Applications

- All subcontractor applications are due prior to permit issuance.

REQUIRED FORMS

- | | | | | |
|---|--|--|---|--|
| <input type="checkbox"/> Submittal Form | <input type="checkbox"/> Main Building Application | <input type="checkbox"/> Environmental Application | <input type="checkbox"/> Beach Lighting Affidavit | <input type="checkbox"/> Authorized Agent Form |
|---|--|--|---|--|

CONTRACTOR / OWNER BUILDER REQUIRED DOCUMENTS

- | | | | |
|--|---|---------------------------------------|--|
| <input type="checkbox"/> Contract | <input type="checkbox"/> Product Approvals | <input type="checkbox"/> Plans | <input type="checkbox"/> HOA Approval |
|--|---|---------------------------------------|--|

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