



PERMIT APPLICATION CHECKLIST

- 1. FULLY COMPLETED AND SIGNED PERMIT APPLICATION**
- 2. NOTARIZED LETTER OF AUTHORIZATION FOR ANY PERSON(S) THAT WILL BE PICKING UP PERMITS OTHER THAN THE LICENSE HOLDER.**
- 3. SIGNED WASTEPRO AUTH. FORM *BUILDING PERMIT**
- 4. UPDATED LICENSE AND INSURANCE**
- 5. PROOF OF JOB VALUE**
- 6. RECORDED NOTICE OF COMMENCEMENT**
 - *HVAC – ALL JOBS OVER \$7,500.00**
 - *ALL OTHER PERMITS - VALUE OVER \$2,500**
- 7. HOMEOWNERS AFFIDAVIT WHEN HOMEOWNER IS ACTING AS CONTRACTOR.**
- 8. DETAILED SCOPE OF WORK**

**New construction requires two full sets of stamped/sealed plans AND/OR drawings, plus a digital copy.

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