



## BUILDING PERMIT APPLICATION CHECKLIST

Application # \_\_\_\_\_ Project \_\_\_\_\_

- \_\_\_\_\_ Site Plan (if applicable) approved and fees paid
- \_\_\_\_\_ \$100 application fee paid
- \_\_\_\_\_ State Job
- \_\_\_\_\_ Completed and signed Building Permit application
- \_\_\_\_\_ Structural Drawings (*if applicable*)
- \_\_\_\_\_ List of General Contractor(s) Subcontractors with contact information
- \_\_\_\_\_ Business License for Contractors and Sub-Contractors
- \_\_\_\_\_ Insurance Certificate
- \_\_\_\_\_ Permit fee paid
- \_\_\_\_\_ Copy of signed "Authorization to Proceed" letter
- \_\_\_\_\_ Inspection checklist / report
- \_\_\_\_\_ Grease Interceptor permit - \$100 (*if applicable*)
- \_\_\_\_\_ "As Built Drawings" submitted (*if applicable*)
- \_\_\_\_\_ Copy of signed "Certificate of Occupancy" letter