



Building Department CHECKLIST FOR COMMERCIAL LOW VOLTAGE PERMITS

PERMIT APPLICATION – The following information must be completed on the permit application:

- For office use only - Permit number and pin number, C# if applicable
- Property address
- Legal description
- Owner's information
- Contractor's information
- Architect/Engineer's information
- Type of low voltage
- Detailed description of work
- Detailed location of proposed work
- Valuation
- Notarized Contractor/Homeowner builder signature

PLANS AND DOCUMENTS – Provide 2 copies:

- Plans signed by the Electrical Contractor
- In addition to paper copies, one complete set of plans must be submitted electronically (i.e. on flash drive or disk). (Must be submitted as one single file, not multiple pages.)
- Recorded Notice of Commencement for work valued at \$5,000 or more. (NOC must be submitted to permitting prior to scheduling the first inspection.)

This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.