



**Building Department**  
**CHECKLIST FOR RESIDENTIAL LOW VOLTAGE ALARM PERMITS**

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

- Number of labels
- Label number
- Thru
- Contractor's information
- Initial
- Notarized Contractor/Homeowner builder signature

**PLANS AND DOCUMENTS** – Provide 2 copies:

- Uniform Notice of a Low Voltage Alarm System Project. (This notice will only be accepted once a permit number and label number has been assigned following the receipt of the low voltage permit application.)
- Recorded Notice of Commencement for work valued at \$5,000 or more. (NOC must be submitted to permitting prior to scheduling the first inspection.)
- **\*\*If applying for the permit as a homeowner builder, a copy of the recorded warranty deed or property card showing homeowners name from the property appraiser's website must be submitted, along with HOB Affidavit. Homeowner must personally appear at the Building Department to have their signature notarized.**

**NOTES:**

- The "Uniform Notice" can be emailed to [permitting@cityofpsl.com](mailto:permitting@cityofpsl.com) and a permit will be sent electronically to the contractor within 2 business days.

*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.*