



Building Department CHECKLIST FOR SUB-CONTRACTOR OF RECORD PERMITS

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

- For office use only - Permit number, pin number and master permit number
- Site address
- Legal description
- Parcel ID
- Owner's information
- Contractor's information
- Commercial/Residential
- Name of authorized master permit holder or property owner
- License #
- Type of work
- Specialty
- Valuation
- Notarized Contractor/Homeowner builder signature

PLANS AND DOCUMENTS – Provide 2 copies:

- The Sub-contractor of Record Permit Application must be submitted with the master permit, if the master permit is issued over the counter.

NOTE:

- All sub-contractor applications must be received before the master permit can be issued.
- Submittal of the Sub-contractor of Record Permit does not allow the applicant to start work until the master permit is issued.

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.