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Permit Submittal Checklist for Contractors

- Certificate of Workers' Compensation Insurance.
- Copy of contractor's license wallet card.
- Notarized letter authorizing permit agent to obtain permits for contractor.
- Landlord's authorization for contractor to perform work as specified in the plans.
- Customer Data Sheet with contractor's company data so we can obtain business licenses as needed.
- Project valuation.
- Plans: number of sets as required by the issuing jurisdiction
 - Vicinity Map
 - Assessor's Parcel Number
 - Legal description
 - Site Plan
 - List of Codes
 - Floor Plan
 - Electrical Plan
 - Plumbing Plan
 - Mechanical Plan
 - Building Elevations
 - Building Elevations
 - Sections
 - Building Details
 - General Notes
 - Other plans as needed
- Title 24 energy calculations, as required.
- Structural engineering calculations: as required.