



Permit Running Includes:

- Submit and pick up documents at the Building Departments.
- 1 set of job site plans printed
 - Additional set may be printed if taken from jobsite
- Once notified job box is on site, deliver job site set documents to job sites.

Documents Needed:

- Must have a Limited POA for authorization to pick up and drop off permits on contractors' behalf
- Notice to Building Official must be filled out by contractor.
- Contractor must provide payment for permit either by check or credit card.
- If property is in flood zone jurisdictions requiring pre-construction elevation certificates must be submitted. If digitally signed and sealed, it can be submitted electronically. If it is a raised seal must submit hard copy.
- Must have copies of receipt for utilities and/or septic permit.
- Need copy of recorded deeds.
- Product Approval Sheets filled out or numbers provided for applications

Information for permit applications

Name of Contractor: _____

Name of Property Owner: _____

Parcel Identification Number: _____

Job Valuation: _____

Utilities: ___ Septic ___ Well ___ Municipality Sewer ___ Municipality Water