

Required Paperwork for Applications

Building Permit:

(Contractor Applicant)

- Completed Application including all contact phone numbers- residential applications for 1 and 2 family only; all others are required to fill out a commercial application
- Construction drawings (plans) – one electronic copy and one hard copy required-when submitting
- Solid Waste/Asbestos Abatement Form
- Workers comp affidavit filled out
 - o **If they don't fill out the works comp affidavit as sole proprietor they need to provide us a copy of their workers comp insurance**
- Copy of contractors CSL license
- Copy of HIC registration –residential
- Copy of contract signed by contractor and owner if project costs in over \$1,000.00

(Homeowner Applicant)

- Completed Application including all contact phone numbers- ****Residential applications for 1 and 2 family only****
- Workers comp affidavit filled out
- Homeowner Exemption form
- Drawings

Solar Applications:

- Permit (Electrical) Application containing jobsite address with Owner information.
- Applicant contact information.
- Contractor CSL and HIC information (with copies of licenses).
- Contractor Master Electrician license information (with copy of license).
- Workers Compensation Insurance Certificate.
- Solid Waste/Asbestos Abatement Form
- A copy of the Contract to perform the work (signed by both parties).
- Signatures by Homeowner and Applicant.
- 2 copies of the plan set.
- Engineer's Certification Letter

Plumbing/Gas Application:

- Completed application including all contact phone numbers
- Workers comp affidavit filled out
- Copy of Plumbers/Gas License

Sheet Metal:

- Completed application including all contact phone numbers
- Workers comp affidavit filled out
- Copy of sheet metal license
- Copy of liability insurance

Electrical Applications:

- Completed application including all contact phone numbers
- Workers comp affidavit filled out
- Copy of Liability insurance
- Copy of Electrical license