

Purpose of form:

This form must be completed by the contractor or licensee authorized by the owner of the subject premises in order to obtain a permit to perform work. *Be sure to attach the appropriate job number sticker and write its related document number in the boxes at the upper right hand corner of the first page of the form.*

1 Reason for Filing

- **Initial Permit:** select if this is the first time applying for this permit. Expected work start date must be provided.
- **No Work Permit:** select if this application will **not** include any physical work to be performed under this permit.
- **Renewal Permit with changes:** select if this application is to renew an existing permit, but changes to permit application information are required. All necessary signatures and seals will be required to process the application.
- **Renewal Permit without changes:** select if this application is to renew an existing permit and no changes to permit application information are required. All necessary signatures and seals will be required to process the application.

2 Location Information

- A complete and accurate set of location information is required for all applications. If the information provided is not consistent with the location established during the application process, this application will not be processed.

3 Applicant / Contractor

- The applicant / contractor must provide all required information in this section.

4 Filing Representative

- If the filing representative is different than the applicant, the filing representative section must be filled out. All filing representatives must be registered with the Department of Buildings and must have an active registration number.

5 Additional Applicant / Contractor Information

- For initial permit applications and renewal permit with changes applications, select the applicant type in the left most part of the section. Applicants may only apply for permits they are qualified for as governed by the building Code and other rules and regulations.
- 5A through 5E must be completed based on the applicant type selected.

6 Insurance

- When a Professional Engineer or Registered Architect submits an initial permit application or a renewal permit with changes application, the appropriate insurance documentation must be indicated and submitted with the application.

7 Type of Permit

- The type of permit being applied for must be indicated in this section. The type of permit selected must be compatible with the job filing submitted during the design approval process.
- 7A through 7D must be completed based on the type of permit selected.

8 Construction Superintendent / Site Safety Manager Requirements

- When a general contractor submits an application, the Construction Superintendent, Site Safety Manager, or Site Safety Coordinator, must be named, when required, on the application in accordance with City rules and regulations.

9 Applicant / Contractor Statements and Signatures

- All statements should be reviewed in detail in this section before it is signed. If the applicant is a licensee, a seal is required. If the applicant is not a licensee, a notary is required.

10 Construction Superintendent

- When a Construction Superintendent is required for an application, that individual must provide a notarized signature on this form. All statements should be reviewed in detail in this section before it is signed.

11 Site Safety Manager / Coordinator

- When a Site Safety Manager or Coordinator is required for an application, that individual must provide a notarized signature on this form. All statements should be reviewed in detail in this section before it is signed.
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