



SUBMITTAL REQUIREMENTS

Homeowner submittal requirements:

All permit applications submitted by a homeowner who provides the name(s) of a registered contractor are required to have:

- Written statement from the selected contractor with the contractor's signature,
- Copy of a contract (or agreement) signed and 'dated' by both parties; homeowner **and** contractor, and/or
- Contractor's signature on the permit application submittal

Contractor submittal requirements:

All permit applications applied for by a contractor for work or installation of additions, alterations, pools, roofs, mechanical, electrical, plumbing, and/or other modifications at a property are required to have:

- Written and signed statement from the homeowner, and/or
- Copy of a contract (or agreement) signed and 'dated' by both parties; the homeowner **and** contractor.

Licensed subcontractor requirements:

All permit applications applied for that requires licensed subcontractors (mechanical, electrical, plumbing) for work or installation of additions, alterations, pools, and other modifications at a property, are required to have:

- Written, dated, and signed statement from the subcontractor, and/or
- Copy of a contract (or agreement) signed and 'dated' by both parties; subcontractor, contractor **and/or** homeowner.

Permits will **not** be reviewed and/or processed without contractor and homeowner written validation.