

# **PERMIT SUBMISSION CHECKLIST**

## **' DOCUMENTS WE GENERATED FOR YOU:**

- & Permit Application Form (main form)
- & Property Owner Authorization
- & Cost Breakdown Sheet
- & This Checklist

## **& DOCUMENTS YOU NEED TO PROVIDE:**

- & Contractor License (copy of valid HVAC/Mechanical license)
- & Equipment Cut Sheet/Spec Sheet (from manufacturer)
- & Load Calculation (ACCA Manual J, if required)
- & Insurance Certificate (if required by county)

## **SUBMISSION STEPS:**

1. Review all generated documents for accuracy
2. Get property owner to sign the authorization form
3. Attach your contractor license copy
4. Attach equipment manufacturer spec sheets
5. Submit complete package to county (online or in-person)
6. Pay permit fees
7. Schedule inspection after work is complete