

SIMPLIFIED PERMIT MINIMUM REQUIREMENTS CHECKLIST FOR  WALK-THROUGH WEDNESDAY EXPEDITED PERMIT PROCESSING	Building	Trades Interior only			HARC Paint	Extension of Expired Permit
	Interior only Non-Structural	Mech & HVAC	Plumbing	Electric		
Appl. completed <b>legibly</b> , all contact info (owner <sup>8</sup> , architect, GC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specific, written DETAILED PROJECT DESCRIPTION (not "per plans")	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proof of Ownership (Deed or <b>WWW.MCPAFL.ORG</b> property report)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Value of work (Contract Value) include materials, labor, OH, profit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Document sets: Two hardcopies <sup>1</sup>	<input type="checkbox"/> <sup>6</sup>	<input type="checkbox"/> <sup>6</sup>	<input type="checkbox"/> <sup>6</sup>	<input type="checkbox"/> <sup>6</sup>		
Proposed paint color(s) (manufacturer's code, desc. or specific name)					<input type="checkbox"/>	
Proposed paint color(s) (manufacturer's color chip or sample)					<input type="checkbox"/>	
Photographs depicting the areas/features to be painted.					<input type="checkbox"/>	
Recorded Notice of Commencement (N.O.C.) required for work over \$2,500	<input type="checkbox"/> <sup>11</sup>					
If applicant is Owner, <b>Exemption Disclosure</b> notarized and presented in-person.	<input type="checkbox"/>					

- Notes:**
- 1 One hardcopy set will be returned to applicant to remain at jobsite as "**FIELD COPY FOR INSPECTIONS.**"
  - 6 Recommended for more complex and/or commercial projects.
  - 8 Do not substitute **owner contact info** with that of contractor, architect or agent.
  - 11 Mechanical Exception: like-for-like replacement is N.O.C. exempt for \$7,500 or less.