PRIVATE PROVIDER SUBMITTAL CHECKLIST

(REVIEW & INSPECTIONS)

☐ Permit application (Select private provide in the application)
☐ Two complete Master sets of plans - all sheets stamped by private provider
  (Review & approval by Private Provider may be completed concurrently
   with CMB’s reviews and approval)
☐ Construction Parking Management Plan (CPMP) for job values of $250,000
   or higher
☐ Notice to Building Official – Signed and Notarized by Owner
☐ Complete package of certifications for all Duly Authorized Representatives
   performing plan reviews and inspections
☐ Proof of Professional Liability Insurance in accordance with the project
   value- CMB must be listed as a Certificate Holder

The above line items are required to obtain process numbers for the permit, AND below line items are required to issue the permit.

☐ DERM approval
☐ Approval from applicable CMB’s departments – Flood, Planning, Urban
   Forestry, Public Works, Fire, Parking, and Elevator
☐ Pre-Construction Meeting held prior to permit’s issuance
☐ Submittal of the signed / approved plans with a Plans Compliance
   Affidavit for each of the reviewers
☐ Building Official’s approval in the system.

Note: Flood reviewer verifies private provider’s approvals for all disciplines on all sheets prior to Building
Official’s and permit’s approvals.