

PHASED PERMIT SUBMITTAL CHECKLIST

(PRIVATE PROVIDER PLANS REVIEW & INSPECTIONS)

- Two permit applications (Master & Phase application)
- Four complete sets of plans - all sheets stamped by private provider
(Review & approval of the Master set by Private Provider may be completed concurrently with CMB's reviews and approvals)
- [Construction Parking Management Plan \(CPMP\)](#) for job values of \$250,000 or higher
- [Hold Harmless Letter](#)
- [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 CMB's departments –Planning, Parking, and Fire, if applicable**
- Pre-Construction Meeting held prior to permit's issuance**
- Building Official's approval in the system.**