

PRIVATE PROVIDER SUBMITTAL CHECKLIST

(REVIEW & INSPECTIONS)

- Permit application (Select private provider 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.