

PRIVATE PROVIDER SUBMITTAL CHECKLIST

(REVIEW & INSPECTIONS)

- Building Official Private Provider's approval.
- Permit application (Check the private provider box).
- One complete Master set 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
- For Residential properties, these additional forms are required:
 - a. **Contractor** for Private Provider Residential Pre-Construction Occupancy Agreement,
 - b. **Owner** Pre-Construction Occupancy Agreement, and
 - c. **Private Provider** Residential Pre-Construction Occupancy Agreement.

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

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

Note: Building reviewers verify private provider's approvals for all disciplines on all sheets prior to Building Official's and permit's approvals.