



## BUILDING DIVISION

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### **REQUIRED DOCUMENTS FOR ALL SUBMITTALS**

1. If the job value is over \$5,000.00, a copy of the **contract** is required.
2. An **Addendum Form** must be submitted for every master or standalone permit.
3. All **credentials** must be up to date (State License, Business Tax Receipt, General Liability, and Workers' Compensation).
4. If the contractor has a Workers' Compensation Exemption, a **Workers' Compensation Exemption Letter** needs to be submitted for each permit.