



## PERMIT APPLICATION CHECK LIST

City of Umatilla enforces 2017 6<sup>th</sup> Edition FBC (Effective 12-21-17)

- COMPLETED PERMIT APPLCATION WITH NOTARIZED SIGNATURES
  - COMPLETED PERMIT APPLCATION WITH JOB COSTS
  - CONTRACTOR INFORMATION INCLUDED ALONG WITH SUB CONTRACTORS SIGNATURES
  - LEGAL DESCRIPTION (or attached property card record with alternate key#)
  - THREE SETS OF PLANS – TWO MUST BE SIGNED & SEALED
  - POWER OF ATTORNEY (for anyone other than license holder)
  - RECORDED NOTICE OF COMMENCEMENT (Required for job costs over \$2500.00 and for Mechanical permits over \$7500.00)
  - VERIFICATION OF OWNERSHIP (property card, deed, or tax bill)
- \*\*IF APPLICABLE TO PROJECT\*\*
- TWO SETS OF TRUSS ENGINEERING, DUCT LAYOUTS, GAS SCHEMATICS, AND ENERGY CALCULATIONS
  - OWNER/BUILDER DISCLOSUR STATEMENT (if applicable)
  - SITE PLAN – 2 Sets