

EFFECTIVE IMMEDIATELY

ALL INCOMING PERMITS MUST HAVE THE FOLLOWING FOR SUBMISSION

- 1. PROPERTY PIN NUMBER**
- 2. APPLICANT NAME**
- 3. JOB ADDRESS (INCLUDE APT OR CONDO NUMBER, IF APPLICABLE)**
- 4. JOB ZIP CODE**
- 5. CONSTRUCTION VALUE**
- 6. PERMIT NUMBER**
- 7. DATE ISSUED**
- 8. MUNICIPALITY**
- 9. PERMIT DESCRIPTION**

THANK YOU!

10/18/2021