

# PRIVATE PROVIDER SUBMITTAL CHECKLIST

## (REVIEW & INSPECTIONS)

- ☐ Building Official Private Provider's approval.
- ☐ Permit application (Check the private provider box).
- ☐ 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.
- ☐ Private Provider Acknowledgement
- ☐ Private Provider Compliance
- ☐ Private Provider Inspection List
- ☐ 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 (Also for Commercial), 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.