



## Easy Permit Process Corrections

- Application signed by **Owner** of property (Original)
- Certificate of Responsibility
- Notarized \_\_\_\_\_
- Signed contract between **Owner and General Contractor** detailing work being done
- Signed contract between **Owner and Mason Contractor** detailing work being done
- Signed contract between **Owner and Roofing Contractor** detailing work being done and a copy of State Roofing license
- Electrical application – licensed electrician must pull permit online before starting application. (Exception: for garage permits, you must provided an original signed electrical application)
- Plumbing letter (Original)
- Barricade sign-off on application or canopy permit before starting process (CDOT Rm. 905)
- Environmental Sign-off on application before starting process (Rm. 906)
- Buildings sign-off on application before starting process \_\_\_\_\_  
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- Letter from the Condominium Association approving work (Original)
- Owner’s authorization letter for architects with owner’s signature and architects wet seal (Original)
- If not a license contractor, must refer to the ordinance regarding “**Proper Credentials**”
- Other \_\_\_\_\_  
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Easy Permit Reviewer

Date \_\_\_\_\_