

Progress Checklist – Indoors Projects

- ❑ Did you apply for Construction Permit?
- ❑ Did you provide Construction Office all required documents per instructions?
- ❑ Did you answer all questions from Construction Office?
- ❑ Did you get construction approval and advised of fees owed?
- ❑ Did you pay Construction Office your fees in full?
- ❑ Did you get Construction Permit?
- ❑ Did you get inspection requirements?
- ❑ Did you display Construction Permit?
- ❑ Did you request for inspection as required at various stages of construction?
- ❑ Did you get Certificate of Occupancy?

For the successful completion of your project, in addition to general guidance and information in this section, The Construction Department reserves the right to ask for any specific information or clarification unique to your project.

Progress Checklist – Outdoors Projects

- Did you apply for Zoning Approval?
- Did you provide Zoning Office all required documents?
- Did you answer all questions from Zoning?
- Did you get Zoning Approval?
- Did you make sure Construction Office has two copies of your property survey approved by Zoning Office?
- Did you apply for Construction Permit?
- Did you provide Construction Office all required documents per instructions?
- Did you answer all questions from Construction Office?
- Did you get construction approval and advised of fees owed?
- Did you pay Construction Office your fees in full?
- Did you get Construction Permit?
- Did you get inspection requirements?
- Did you display Construction Permit?
- Did you request for inspection as required at various stages of construction?
- Did you get Certificate of Occupancy?

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