

PROJECT CHECKLIST

- A. Completed Application Form _____ Date _____
- B. Proposed Rehab & Conversion Work Form _____
- C. Copy of Contractor(s) Bids _____
- D. \$25.00 Application Fee _____
- E. COA Required _____
- F. Date COA Issued (If Required) _____
- G. Building Permit Required? _____
- H. Date Building Permit Issued (If Required) _____
- I. Current Occupation License(s) issued _____
- J. Notice to Proceed Letter Sent _____ Date _____
- K. Pre-work Inspection by Building Inspector _____ Date _____
- L. Extension Requested _____ Date _____
- M. Extension Granted _____ Date _____
- N. Final Inspection by Building Inspector _____ Date _____
- O. Notify Clerk of Change in Number of Units _____ Date _____
- P. Date Project Closed _____