



BID DOCUMENT REQUIREMENT

Commercial Alteration Permits

Effective JANUARY 1, 2017, applicants for commercial alteration, restore/repair, accessory structure permits (or any permit where Permitting Services calculates the permit fee using the cost of construction) will be required to provide, in the initial permit submission packet, the accepted bid document showing the total costs for the proposed project. A bid document represents the agreed upon compensation for a construction/alteration project, this typically involves a contract. The bid document must include a breakdown of cost of the project and is to include all trade work, labor, materials, and equipment associated with the project, (excluding soft costs* and fire protection systems), or be an official AIA bid document. The document must be signed by the client and the contractor. If you do not have a signed construction contract when you are ready for permit issuance, the permit may be issued with a condition that no work can begin until a final bid document is submitted to DPS. The final bid documents may be submitted any time prior to the beginning of construction of the project.

*(Soft cost are fees, overhead, & taxes)