

**Please use the file name provided below when uploading required documentation for a Foundation Permit Application.**

**Note:** If you must re-submit a document, please use the original file name the file was uploaded with initially. If the document is a revision, type “Revision” into the “Description” field on the uploads page of the permit portal.

**A Foundation Permit Application requires a request to be uploaded into the Customer Permit Portal and submitted to Growth Management for review. The request is for the purpose of identifying plans from an existing Commercial Building Permit (TCB). Please identify the plans you would like to have associated with your Foundation Permit and specifically list them in the request document (these plans would have been uploaded previously when submitting the associated TCB). For example, if you submitted foundation plans for the TCB under the file name “A-0001-F1.B.pdf” and would like those plans to be used in the Foundation Permit review, list that exact file name on the request document. This document can be formatted in any manner you see fit, but must include the requested plans and uploaded into the permit portal using the following format:**

**Filename:** AS-ProjectNar

**ADDITIONAL DOCUMENTATION:**

**Notice of Commencement:** Required if the cost of work to be completed is over \$2,500. Not required for initial submittal but is required prior to the permit being ISSUED. [Notice of Commencement Form](#)

**File name:** AS-Notice of Commencement

**Contractor Record of Acknowledgement:** This is required. [Contractor Record of Acknowledgement Form](#)

**File name:** AS-ContrRcdAck

**Original Document Notary Public Affidavit:** [Notary Affidavit Form](#)

**File name:** AS-NotaryAff