

General Instructions and Guidelines

Please review these instructions and guidelines before completing the Permit Application Submission form. If you have questions or encounter problems using this new feature, send an email to building@townofmedley.com

1. For a new permit application(s) and plans submittal please have the following ready:
 - a. Permit application(s) with required signatures and notarizations
 - b. Proof of ownership, proof of authorized signatures, etc.
 - c. Contact sheet
 - d. Other required documents such as fence addendum, pool barrier form, etc.
2. Plans and supporting documentation which meet the established Concurrent Review Guidelines
 - a. All drawings and supporting documents in the plan package must be in PDF format.
 - b. PDF files shall have only one layer (flattened) without any embedded objects.
 - c. PDF files shall not be encrypted, or password protected.
 - d. Documents should be scanned at no greater than 300 dpi.
 - e. Adobe Portfolio PDF types are not accepted.
 - f. PDF files shall be 11 x 17
3. File naming and size limit
 - a. The file name shall not contain:
 - i. Any leading or trailing spaces.
 - ii. Special characters such as: parenthesis "("); double periods ".."; question marks "?"; etc.
 - b. The trade is the primary method of classification for file names. Each trade must have a separate PDF File
 - i. For example: Building, Electrical, Mechanical.
 - ii. All corresponding sheet per each trade must be merged into 1 PDF. For example: If there are 5 electrical sheets, merge all sheets to 1 PDF.
 - c. For reworks, the corrected files should be named the same as the original with the date of the rework. Only submit the sheets requiring corrections
 - i. For example, Rework A-101-3-26-2020
 - d. Calculations, NOAs, Application and Supporting Documents can be submitted as multiple page PDFs