

NO. _____

APPLICATION FOR
COMMERCIAL
BUILDING PERMIT



Making a difference where
you need us

PLEASE PRINT OR TYPE – INCOMPLETE APPLICATION WILL NOT BE PROCESSED

1. ADDRESS		SUITE NUMBER		
2. LEGAL DESCRIPTION	LOT	BLOCK	ADDITION	COUNTY
3. OWNER	ADDRESS		EMAIL	PHONE
4. CONTRACTOR	ADDRESS		EMAIL	PHONE
5. ARCHITECT OR DESIGNER	ADDRESS		EMAIL	PHONE
6. CHECK ALL ACTIVITIES WHICH WILL BE CONDUCTED ON THE PREMISES: <div><input type="checkbox"/> Office</div> <div><input type="checkbox"/> Personal Services</div> <div><input type="checkbox"/> Grocery or Convenience Store</div> <div><input type="checkbox"/> Food Products</div> <div><input type="checkbox"/> Petroleum Products</div> <div><input type="checkbox"/> On-Site Sewage Facility</div> <div><input type="checkbox"/> Retail Sales</div> <div><input type="checkbox"/> Outside Storage</div> <div><input type="checkbox"/> Manufacturing (identify type)</div> <div><input type="checkbox"/> Restaurant</div> <div><input type="checkbox"/> Child Care Center</div> <div><input type="checkbox"/> Painting or Coating</div> <div><input type="checkbox"/> Tire Storage</div> <div><input type="checkbox"/> Combustible Liquids</div> <div><input type="checkbox"/> Warehouse (identify type)</div> <div><input type="checkbox"/> Outside Storage</div> <div><input type="checkbox"/> Flammable Liquids</div> <div><input type="checkbox"/> Parts or Vehicle Wash</div> <div><input type="checkbox"/> Wood Cutting</div> <div><input type="checkbox"/> Milling or Sanding</div> <div><input type="checkbox"/> Chemicals (identify type)</div> <div><input type="checkbox"/> Incineration</div> <div><input type="checkbox"/> Welding or Cutting</div> <div><input type="checkbox"/> Items Stacked Higher than 12 ft</div>				
7. A COPY OF THE ASBESTOS SURVEY FOR THE AREA(S) TO BE RENOVATED AND / OR DEMOLISHED WILL BE MADE AVAILABLE UPON REQUEST. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT APPLICABLE _____ INITIAL				
8. CHECK ALL FEATURES OF THE BUILDING AND/OR PROPERTY: <input type="checkbox"/> WATER WELL <input type="checkbox"/> SEPTIC SYSTEM <input type="checkbox"/> ABOVE / UNDER-GROUND TANK <input type="checkbox"/> FIRE SPRINKLER <input type="checkbox"/> METAL BLDG.				
9. DO YOU PLAN TO USE, STORE OR MANUFACTURE ANY FLAMMABLE, COMBUSTIBLE OR OTHER HAZARDOUS MATERIAL? <input type="checkbox"/> YES <input type="checkbox"/> NO _____ INITIAL				
10. CLASS OF WORK: <input type="checkbox"/> NEW <input type="checkbox"/> REMODEL <input type="checkbox"/> ADDITION <input type="checkbox"/> REPAIR <input type="checkbox"/> MOVE <input type="checkbox"/> DEMOLISH <input type="checkbox"/> OTHER				
11. USE OF BUILDING (BE SPECIFIC)			TDLR PROJECT NUMBER:	
12 BUSINESS NAME _____ OCCUPANT AND / OR USE OF PROPERTY: <input type="checkbox"/> NEW <input type="checkbox"/> EXISTING			14. DESCRIBE WORK _____ _____ _____	
13. PROVIDE SQUARE FOOTAGE OF AREA INVOLVED : OFFICE _____ WAREHOUSE _____ RETAIL _____ STORAGE _____ OTHER _____ TOTAL _____			15. WORK INCLUDES: ELECTRICAL: PLUMBING: MECHANICAL: YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> 16. MARKET VALUE OF BUILDING \$ _____ (Including Property) VALUATION OF WORK \$ _____ (Material & Labor)	
<div>CONTACT INFORMATION</div> <p>PLEASE PROVIDE THE CONTACT INFORMATION FOR THE PERSON WHO WILL BE RESPONSIBLE FOR RESPONDING TO CITY INQUIRES CONCERNING THIS PROJECT.</p> <p>CONTACT PERSON _____ PRINTED NAME</p> <p>E-MAIL ADDRESS _____</p> <p>PHONE NUMBER _____ AREA CODE NUMBER</p> <p>FAX NUMBER _____ AREA CODE NUMBER</p>			<div>ACCEPTED BY: _____ DATE: _____</div> <div>APPROVED BY: _____ DATE: _____</div> <div>ISSUED BY: _____ DATE: _____</div>	
			PERMIT FEE: \$ _____	
<div>NOTICE</div> <p>THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS OR IF CONSTRUCTION OR WORK IS SUSPENDED FOR A PERIOD OF 6 MONTHS AT ANY TIME AFTER WORK IS COMMENCED.</p> <p>I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.</p> <p>I HEREBY FURTHER CERTIFY THAT I AM THE OWNER OF THE PROPERTY DESCRIBED HEREIN OR HAVE THE PERMISSION OF THE OWNER TO APPLY FOR THE PERMIT HEREOF.</p> <p>NO CHANGE IS TO BE MADE IN THE USE OF THIS BUILDING OR LAND AND NO CONSTRUCTION, ADDITION OR REMODELING OTHER THAN WHICH THIS PERMIT AUTHORIZED SHALL BE MADE WITHOUT FIRST MAKING APPLICATION AND OBTAINING APPROVAL FOR SAID CHANGE.</p> <p>APPLICANT'S SIGNATURE _____ DATE _____</p>			SPECIAL CONDITIONS: _____ _____ _____ _____ _____ _____ _____ _____ _____ A) TDLR PROJECT <input type="checkbox"/> YES <input type="checkbox"/> NO _____ INITIAL B) ASBESTOS SURVEY <input type="checkbox"/> YES <input type="checkbox"/> NO _____ INITIAL C) CONSTRUCTION PLANS (1) <input type="checkbox"/> YES <input type="checkbox"/> NO _____ INITIAL C) DIGITAL CONSTRUCTION PLANS <input type="checkbox"/> YES <input type="checkbox"/> NO _____ INITIAL	