

FINISH OUTS / REMODELS

COMMERCIAL BUILDING

PERMIT PROCESSING INFORMATION SHEET



NOTE TO APPLICANT: Please fill out this information as completely as possible;
 The application clerk can help you where you may require assistance. Your submission of complete and accurate information will prevent delays in your permit processing.

Address of project: _____

NOTE: Print clearly the name and phone number of the person to contact for permit processing and plan review questions.

Name: _____

Phone Number: _____

1.....New Use: _____

2.....Existing Use: _____

3. Square footage of lease / remodel space: _____

4. Occupancy (Building code classification): _____

5.....Building Construction Type: _____

6.....Number of Stories: _____

7.....Is the building sprinkled? Yes No

(The following information is not required if there is no change of building use.)

8.....Parking Analysis (Number of cars required for building use)

(use gross sf) _____

Office sf ÷ 333 = _____

Warehouse sf ÷ 1000 = _____

Retail sf ÷ 200 = _____

Commercial Amus/Assem./Rest./Bar sf ÷ 100 = _____

Church sf 1 per 4 seats = _____

Multi-family sf ÷ 500 = _____

Factory sf ÷ 500 = _____

Other sf ÷ _____ = _____

Total parking spaces required: _____

Total parking spaces provided: _____