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: ________________