

**PURPOSE OF A COMMERCIAL CONSTRUCTION PERMIT**

Information from this permit application will be used to determine whether a project meets all applicable legal requirements of the city, including the zoning code. Several City departments will review this application and ensure that this project will coordinate with any improvements planned by the City. This permit should be approved prior to constructing, adding to, moving, altering or remodeling any commercial structure or infrastructure. Projects such as constructing a building addition, paving or laying down gravel, among other construction activities, will require this permit.

**SUBMITTAL REQUIREMENT CHECKLIST**

|                                      |                                    |  |  |  |  |
|--------------------------------------|------------------------------------|--|--|--|--|
| <input type="checkbox"/> Application | <input type="checkbox"/> Site Plan | <input type="checkbox"/> Construction Drawings | <input type="checkbox"/> Landscape Plan, if applicable | <input type="checkbox"/> Building Elevation, if applicable | <input type="checkbox"/> \$100 Fee (Cash or Check) |
|--------------------------------------|------------------------------------|--|--|--|--|

|                              |  |  |
|------------------------------|--|--|
| <b>APPLICANT INFORMATION</b> | <input type="checkbox"/> Primary Contact | <input type="checkbox"/> Billing Contact |
|------------------------------|--|--|

**Company Name:**

**Contact Person First Last Name:**

**Mailing Address:**

|                      |               |
|----------------------|---------------|
| <b>Phone Number:</b> | <b>Email:</b> |
|----------------------|---------------|

**OWNER INFORMATION**

**First Last Name:**

**Mailing Address:**

|                      |               |
|----------------------|---------------|
| <b>Phone Number:</b> | <b>Email:</b> |
|----------------------|---------------|

|                         |                                   |                              |                             |
|-------------------------|-----------------------------------|------------------------------|-----------------------------|
| <b>PROJECT LOCATION</b> | <b>Address Assignment Request</b> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|-------------------------|-----------------------------------|------------------------------|-----------------------------|

|                        |                          |
|------------------------|--------------------------|
| <b>Street Address:</b> | <b>Parcel ID Number:</b> |
|------------------------|--------------------------|

|                         |                     |
|-------------------------|---------------------|
| <b>Zoning District:</b> | <b>Current Use:</b> |
|-------------------------|---------------------|

|  |                              |                             |
|--|------------------------------|-----------------------------|
| <b>ACTIVE CODE COMPLIANCE CASE</b>                         |                              |                             |
| Is there an active code compliance case on this site?      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes: Is this application related to the code violation? | <input type="checkbox"/> Yes | <input type="checkbox"/> NA |

|  |  |
|--|--|
| <b>Planning Commission, Board of Zoning Appeals, City Commission</b>   |  |
| Is this application associated with any past or future action by a board or commission? Some examples – a variance, a Special Use Permit, a recent rezoning, etc. Please describe. |  |

|   |                              |                             |
|---|------------------------------|-----------------------------|
| <b>HISTORICAL RESOURCE INFORMATION</b>  |                              |                             |
| Does the project contain a designated historic resource or is it located within a designated historic district? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

|  |  |                                |
|--|--|--------------------------------|
| <b>PROJECT INFORMATION - Attach additional page(s) if necessary.</b> |  | <b>Estimated Project Cost:</b> |
| Briefly describe the nature of the project:                          |  |                                |
| Start Date:  |  | End Date:                      |

|   |       |
|---|-------|
| <b>ACKNOWLEDGMENT AND AUTHORIZATION</b>   |       |
| The undersigned acknowledges that the information provided herein is accurate to the fullest extent of their knowledge. |       |
| Applicant Name  | Date  |
| Applicant Signature   | Title |