



DIVISION OF
PERMITS AND INSPECTIONS

Commercial Building Permit Application

Required Documents for New Construction and Additions:

- ☐ Full site plan
- ☐ Signed and sealed construction plans including MEPs
- ☐ Intent of Use form

Required Documents for Alterations, Tenant Fit-Outs, Signs:

- ☐ Signed and sealed construction plans including MEPs
- ☐ Intent of Use form (if applicable)
- ☐ Site Plan (when applicable)

Job Address: _____

Property Owner Name: _____

Property Owner Address: _____

Property Owner Contact #: _____

Contractor Name: _____

Contractor Address: _____

License Number: _____

Contractor Contact #: _____

Contractor Email: _____

Applicant: _____

Applicant Address: _____

Applicant Contact #: _____

Applicant Email: _____

Note: If Applicant differs from Property Owner an affidavit or signed contract will be required

Field Notification Name: _____

Field Notification Contact #: _____

Field Notification Email: _____

Note: The field notification contact will receive all automatic notifications in relation to the permit such as issuance and inspection notifications

Upon issuance, would you like this permit mailed or issued for pickup? ☐ Mail ☐ Pick up

If mailing, to what address: _____

Note: Projects that include rolled plans will be pick up only.

Please provide a detailed description of work being performed:

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Foundation Size: _____ Foundation Wall Type: _____ Exterior Finish: _____ Roof Finished Material: _____ Sprinklers: ☐ Yes ☐ No	Number of stories: _____ 1 st floor: _____ Sq Ft 2 nd floor: _____ Sq Ft Mezzanine: _____ Sq Ft Type of Heat: _____ If Gas, ☐ Natural Gas ☐ Propane Gas
For Signs Only	
Number of Signs: _____ Total Square footage Of Each Sign: 1: _____ ☐ Building Mounted ☐ Free Standing ☐ Illuminated ☐ Non-Illuminated 2: _____ 3: _____	
Total Estimated Cost of Construction: \$ _____	
Applicant Signature: _____ Date: _____	

Fees

Application Fee: \$150.00 Technology Fee: \$15.00 New/Addition/Alterations/ Tenant Fit-Outs \$.15/Sq Ft** Signs: Building Mounted: \$80 + \$.10/Sq Ft Free Standing: \$165 + \$.10/Sq Ft **Fees are in addition to Application and Technology fee	All new commercial construction is subject to excise tax as follows: Nonresidential nonretail construction: \$1.50 per square foot of the gross square footage. Nonresidential retail construction: \$1.50 per square foot of the first 15,000 square feet of gross square footage and \$3 per square foot of any gross square footage over 15,000 square feet. ALL FEES ARE NON-REFUNDABLE
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