

COMMERCIAL BUILDING PERMIT APPLICATION



APPLICANT INFORMATION		PROPERTY OWNER	
NAME:	:	NAME:	
MAILING ADDRESS:		MAILING ADDRESS:	
PHONE & EMAIL:		PHONE & EMAIL:	

PROJECT INFORMATION					
TYPE OF PROJECT (CHECK ONE):					
<input type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> ADDITION (DETACHED STRUCTURE)	<input type="checkbox"/> ALTERATION (INTERIOR)	<input type="checkbox"/> ALTERATION & ADDITION (ADDING TO EXISTING STRUCTURE)		
LOCATION & SCOPE OF WORK					
PROJECT ADDRESS:		SUBDIVISION:		LOT & BLOCK:	
PROJECT COST: \$	CONSTRUCTION TYPE:	SQ. FT:	PROPERTY ZONING:	EXISTING SQ. FT:	NO. FLOORS:
SCOPE OF WORK (ATTACH ADDITIONAL PAGES IF NECESSARY)					

UTILITY INFORMATION					
NEW CONSTRUCTION					
TYPE OF WATER METER:	<input type="checkbox"/> NEW	<input type="checkbox"/> EXISTING	<input type="checkbox"/> N/A	SIZE OF WATER METER:	<input type="checkbox"/> 5/8" <input type="checkbox"/> 1" <input type="checkbox"/> 1½" <input type="checkbox"/> 2" <input type="checkbox"/> N/A
WATER METER INSTALL:	<input type="checkbox"/> CITY	<input type="checkbox"/> CONTRACTOR	<input type="checkbox"/> N/A	SIZE OF IRRIGATION METER:	<input type="checkbox"/> 5/8" <input type="checkbox"/> 1" <input type="checkbox"/> 1½" <input type="checkbox"/> 2" <input type="checkbox"/> N/A
UTILITY SERVICE					
<input type="checkbox"/> CRESCENT WATER	<input type="checkbox"/> WELL			MIXED USE INCLUDES RESIDENTIAL?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> CRESCENT SEWER	<input type="checkbox"/> SEPTIC	<input type="checkbox"/> AEROBIC		FIRE SPRINKLER/SUPPRESSION SYSTEM?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> CREC	<input type="checkbox"/> OG&E				<input type="checkbox"/> YES <input type="checkbox"/> NO

SUBMITTAL INFORMATION	
▶ COMMERCIAL APPLICATIONS REQUIRE ONE FULL SET OF PLANS DRAWN TO SCALE. PDF MAY BE SUBMITTED. PAPER SUBMISSIONS ON 8-1/2 X 11 OR 11 X 17 ONLY.	
▶ TO PROCESS YOUR PERMIT APPLICATION IN A TIMELY MANNER, IT IS ESSENTIAL TO PROVIDE <u>COMPLETE</u> AND <u>ACCURATE</u> INFORMATION.	
▶ PLEASE USE THE CHECKLIST BELOW TO VERIFY ALL PLAN REQUIREMENTS AND DOCUMENTS ARE INCLUDED WITH YOUR APPLICATION.	
▶ ALL DOCUMENTS INDICATED MUST BE SUBMITTED FOR AN APPLICATION TO BE ACCEPTED AND SUBSEQUENTLY REVIEWED. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.	

PLAN INFORMATION	
DIMENSIONED PLOT PLAN <ul style="list-style-type: none">PROJECT ADDRESSLOCATION & DIMENSIONS (IN FEET) OF ALL PROPERTY, RIGHT-OF WAY LINES, PUBLIC & PRIVATE EASEMENTSNO LARGER THAN 11 X 17 – NO EXCEPTIONS	ENGINEERED FOOTING DESIGN <ul style="list-style-type: none">PROJECT ADDRESSENGINEER STAMPNO LARGER THAN 11 X 17 – NO EXCEPTIONS
FLOOR PLAN <ul style="list-style-type: none">ALL ROOMS, DOOR SWINGS, WINDOWS, EXISTING WALLS, PROPOSED WALLS AND DEMOED WALLS	ELEVATION <ul style="list-style-type: none">VERTICAL VIEW OF STRUCTURE & PITCH SIZE
SCOPE OF WORK <ul style="list-style-type: none">WRITTEN DESCRIPTION OF PROPOSED WORK (ABOVE)	DRIVEWAY AGREEMENT (IF PROPERTY CONNECTS WITH HIGHWAY) <ul style="list-style-type: none">SIGNED DOT DRIVEWAY AGREEMENT WITH SITE PLAN & FRONTAGE EASEMENT OR JOINT USE AGREEMENT
GENERAL LIABILITY & WORKERS COMP <ul style="list-style-type: none">FOR ALL CONTRACTORS & SUB-CONTRACTORS WORKING ON THE PROJECT	DEED FOR UNPLATTED ADDRESS <ul style="list-style-type: none">MUST BE STAMPED BY COUNTY

PLAN REVIEW CHECKLISTS	PLOT PLAN	FLOOR PLAN	FOOTING	ELEVATION	SCOPE OF WORK	DRIVEWAY	GL & WC	DEED
NEW CONSTRUCTION <ul style="list-style-type: none">PLANS – NO LARGER THAN 11 X 17 – NO EXCEPTIONS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INTERIOR ALTERATION <ul style="list-style-type: none">PLANS – NO LARGER THAN 11 X 17 – NO EXCEPTIONS	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A	<input type="checkbox"/>	<input type="checkbox"/>	N/A
ADDITION OR ALTERATION & ADDITION <ul style="list-style-type: none">PLANS – NO LARGER THAN 11 X 17 – NO EXCEPTIONS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

BUILDING(S) CANNOT BE OCCUPIED WITHOUT A CERTIFICATE OF OCCUPANCY ISSUED BY THE BUILDING & FIRE CODE SERVICES DEPARTMENT.

BY SIGNING THIS FORM, YOU ACKNOWLEDGE THE BUILDING PLANS SUBMITTED COMPLY WITH ALL REQUIREMENTS, APPLICABLE CODES, AMENDMENTS AND ORDINANCES SET FORTH BY THE CRESCENT CITY COUNCIL.

APPLICANT SIGNATURE: _____ DATE: _____