



# Permitting Services Request Form

## Company Information

COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
FIRST NAME: \_\_\_\_\_  
LAST NAME: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
OFFICE PHONE #: (    ) \_\_\_\_\_ CELL #: (    ) \_\_\_\_\_

## Project Information

OCCUPANT TYPE: \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_

USE OF STRUCTURE:  RETAIL     OFFICE     WAREHOUSE     EDUCATION  
 RESTAURANT     RELIGIOUS     OTHER

IF "OTHER", PLEASE SPECIFY: \_\_\_\_\_

TYPE OF PROJECT:  REMODEL     NEW CONSTRUCTION     ADDITION  
 FOUNDATION ONLY     SITE-WORK ONLY     TENANT BUILOUT

ESTIMATED COST OF CONSTRUCTION: \$ \_\_\_\_\_

SQUARE FOOTAGE: \_\_\_\_\_

HAVE CITY UTILITY LETTERS  
BEEN OBTAINED?     YES     NO

PLANS WILL BE READY FOR

SUBMITTAL ON: \_\_\_\_\_

*Because of the wide scope and variation of our projects, flat fees are projected on a Case-by-Case basis. We welcome your inquiries about fees for a specific project.*