



PROVIDENCE CITY
Commercial Interior Finish
Information Form

FOR OFFICE USE ONLY	
Date	_____
Payment Form	_____
Amount	_____
Receipt #	_____
Clerk	_____

Date: _____

Please Note:

- **City Staff will NOT accept the application and fee payment if they are incomplete. Incomplete applications will NOT be processed or scheduled for review by the City.**
- **Application fees do not include professional firm fees, which will be billed separately.**
- **Engineered site plans may, at the City's discretion, be required. The City will contact the applicant if an engineered site plan is deemed necessary.**

Initial _____

A COMPLETE APPLICATION INCLUDES THE FOLLOWING:

Submittal Requirements	Staff Check
\$25 application fee	
Completed, signed, and initialed Commercial Interior Information Form	
A site plan (minimum size: 8 ½ x 11"; however, all information on the plan must be legible – please size accordingly) of the property showing the location, function and characteristics of the use, including parking.	
Provide the square footage and the existing and proposed interior layout of the space.	
If filing in person, provide electronic copy of <u>ALL</u> submittals (email or flash drive is acceptable)	

Applicant Information

Name: _____
 Mailing address: _____
 Telephone: _____ Email: _____

Property Owner Information (If applicant is not the property owner, the application **must** include the property owner's information and written consent for the applicant to pursue the permit)

Name: _____
 Mailing address: _____
 Telephone: _____ Email: _____

Project Information

Address: _____ Suite Number _____
 Subdivision: _____ Parcel Tax ID: _____ Zone _____
 Proposed Property Use (dentist's office, grocery store, etc) _____ Initial _____

Are you making any changes to the exterior, including finish, footprint, landscaping, etc? * _____ Initial _____

***Any changes to the exterior other than a sign require a commercial site plan application instead of this form. A sign requires a sign permit application in addition to this form.**

Contractor Information

Name: _____
 Mailing address: _____
 Telephone: _____ Email: _____

Property owner and contractor shall have responsibility to determine grades, and final placement and elevations of footings/foundations. Property owner and contractor shall be responsible for compliance with all state, national and local building codes and ordinances. Initial _____

Approval by the city of any application submittal or paperwork does not alleviate the owners from their responsibility to understand and conform to local, state and federal laws. Providence City's approval is not intended to and cannot be construed to allow any laws to be violated. Initial _____

By signing this document, you agree that Providence City will bill you for any and all professional firm fees as they arise throughout the approval process. This is in addition to application fees. All subdivisions require engineering review throughout the approval process, such as but not limited to reviews of development agreements, construction drawings, preliminary and final plats, and inspections. These services are billed by our city engineer at an hourly rate. Some subdivision applications may also require legal review. Other applications, such as but not limited to conditional uses, may also require engineering and/or legal review at the City's discretion. You agree to reimburse the City for all such costs, whether or not you were forewarned about such costs, and that the City cannot predict all situations in which professional services may be required in order to process your application. Initial _____

I declare under penalty of perjury that I am making this application of my own free will and choice and that the statements, answers, and documents submitted in connection with this application are true and correct to the best of my knowledge.

Signature of Applicant

Printed Name

Date



PROVIDENCE CITY BUILDING DIVISION CONSTRUCTION POLICIES
(Required for all zoning permit applications)

1. Zoning requirements

- a. Site plan required to be on site at footing inspection
- b. Property corners to be marked and staked for inspection

2. Lot ID

- a. Posting of a lot ID sign is required during construction for inspections and emergency services. This sign is provided by the City and shall be posted by the first scheduled inspection and visible from the street.

3. Toilets

- a. The IPC and OSHA require a toilet on site during construction and in place prior to the first inspection. This has to be accessible to all workers in the area and requires the cooperation of all.

4. Water Meter

- a. Unauthorized use of City water will result in a fine and a stop work order on the property.
- b. Meter and sewer clean outs are not allowed to be encased or surrounded in concrete. (Contact the Public Works for the required specs.) The moving cost will be the responsibility of the owner.

5. Streets/Sidewalks

- a. No material will be allowed on public streets or sidewalks. "Material" is defined as construction products, or any size or dimension of aggregate. (See Providence City's specs.)
- b. Dirt piled over curb and sidewalk requires a minimum 4" pipe installed to allow drainage to the gutter. This temporary (180 days) blockage to the sidewalk requires safety tape or cones to divert traffic.
- c. All sidewalks, curbs, gutters, and streets associated with the property are to be kept clean during construction with a final cleaning required prior to final occupancy.
- d. Construction sites should be kept clean and all debris contained to that site.

6. Elevations

- a. I accept responsibility for all the soils and hazard conditions of the site. Approval of this permit does not constitute a representation by the City that the building at any specified elevation will solve any ground water, slope or hazard condition. The solution to this problem is the sole responsibility of the permit applicant, agent, or property owner.

7. Final Occupancy

- a. Occupying the building prior to final occupancy will result in revocation of the \$500 power bond. After the initial inspection, the Building Official will determine whether any furniture can be moved into the house or garage.

8. Temporary Occupancy

- a. Will only be issued with special permission. Temporary permits will expire after 30 days of issue and the construction bond will be forfeited if work is not completed

9. Permits

- a. Plan review and permit fees are good for 180 days. Only the permit portion will be refunded, after a written letter of request is received. No fees will be refunded after this period has expired.

By signing below, I state that I have read and agree to the above terms and understand that I am the responsible party for the information contained on this sheet.

Signature

Printed Name

On Behalf Of

Date