

Planning



Department

COMMERCIAL BUILDING PERMIT APPLICATION

Please submit plans with this application. All new construction and exterior building additions require a site plan drawing. Interior building projects only require interior plans. This permit application must be approved before building can begin. After the project is finished, the applicant must request an inspection to ensure it was properly built as permitted.

Address of Building Project: _____

Name of Property Owner or Property Manager: _____

Phone Number of Property Owner or Property Manager: _____

Email of Property Owner or Property Manager: _____

Name of Contractor Company: _____

Address of Contractor Company: _____

Phone Number of Contractor Company: _____

Email of Contractor Company: _____

Brief Description of Project: _____

Square Footage of the Project Area Under Roof: _____

Indicate which one of the following best describes this project:

- ☐ Completely New Structure -----\$60 per square foot
- ☐ Building Addition -----\$60 per square foot
- ☐ Interior Renovation -----\$40 per square foot
- ☐ Roof Replacement -----\$40 per square foot

PROJECT VALUATION	BUILDING PERMIT FEE
\$0-\$50,000	\$15 for the first \$1,000 plus \$5 for each additional thousand or fraction thereof.
\$50,000 - \$100,000	\$250 for the first \$50,000 plus \$4 for each additional thousand or fraction thereof.
\$100,000 - \$500,000	\$460 for the first \$100,000 plus \$3 for each additional thousand or fraction thereof.
\$500,000 - \$1,000,000	\$1,660 for the first \$500,000 plus \$2 for each additional thousand or fraction thereof.
\$1,000,000 - \$5,000,000	\$2,660 for the first \$1,000,000 plus \$1.50 for each additional thousand or fraction thereof.
\$5,000,000 +	\$8,660 for the first \$5,000,000 plus \$1 for each additional thousand or fraction thereof.

Multiply the square footage by the correct formula (either \$40/sqft or \$60/sqft) to get the project valuation, then use the corresponding row in the chart to calculate the building permit fee. A plans review fee will be added at the end to get the total fee for this application.

Project Valuation: \$ _____ Building Permit Fee: \$ _____

Plans Review Fee = 50% of the Building Permit Fee = \$ _____

Total of Building Permit Fee + Plans Review Fee: \$ _____

Contractor Signature: _____

Printed Name of Contractor: _____

FOR OFFICE USE ONLY

Payment Type: ___ Cash ___ Check ___ Card

Amount Paid: _____

Date: _____

Permit Number: _____