

APPLICATION FOR COMMERCIAL BUILDING



**VILLAGE OF
VOLENTE**

**VOV USE
ONLY:**

Date Submitted:

Amount Rec'd:

Receipt No.

Date Approved
by Engineer:

Address of Property: _____

Legal Description: _____

Proposed Business Name _____

Proposed Usage _____ Construction Cost \$ _____

Please Circle if applicable: New Complete New Shell Only Lease Space Finish Out Remodel

Occupancy Usage Change: Yes No Is Exterior Elevation Changing: Yes No

Owner Name(s): _____

Phone: _____ Email: _____

Contact Person: _____ Company: _____

Phone: _____ Email: _____

**Authorized Agent form must be completed if applicant is not owner*

Building Type: _____ Type of Construction: _____

of Floors/Sq Ft: 1st _____ sqft 2nd _____ sqft

Total Foundation _____ Heated and Cooled _____

The following items or information must be submitted along with this application:

Description: Written proposal for the project and/or site plan. Describe in as much detail as possible the current and proposed uses/activities. Attach separate sheets as necessary.

Supporting Documents & Plan Sets: 1 printed copy of the building plans (if applicable) for the property and electronic thumb drive submission of the plans to the Village of Volente.

List of proposed contractors (General, Plumber, Electrician, and Mechanical) including License #s and contact information

Deposit: Made payable to the Village of Volente for the amount shown in the Fee Schedule.

Tax Receipt, Closing Statement or Deed, Authorized Agent Form, & Variance Application as applicable.

NOTICE Permits are not valid and work cannot start until fees are paid and sub-contractor information is complete. Double fees will be charged for work started prior to obtaining a

SUBMITTAL VERIFICATION/INSPECTION AUTHORIZATION

That I, as owner or duly authorized officer of the property hereinafter referenced, do hereby execute this document, acknowledge the above statements to be true and accurate to the best of knowledge, and understand that knowing and willful falsification of information will result in rejection of my application and may be subject to criminal prosecution. I agree to compliance with all applicable codes and ordinances of the Village. I authorize the Village or their representatives to visit and inspect the property for which this application is being submitted. I further understand that Village Staff review time may take up to ten (10) business days per review.

APPLICANT SIGNATURE

Printed Name

Date

STAFF:
