

# 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: 1<sup>st</sup> \_\_\_\_\_ sqft 2<sup>nd</sup> \_\_\_\_\_ 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:  
\_\_\_\_\_  
\_\_\_\_\_