

TENANT IMPROVEMENT EXTERIOR & INTERIOR

CITY OF BEAVERCREEK, OHIO
1368 Research Park Drive
937-427-5512
FAX 937-427-5544

Permit _____

Date: _____

Fee: \$250.00

INSTRUCTIONS: Complete this application and attach 3 copies of a complete set of architectural drawings showing the exterior facade, interior design, awning and signage.

1. Address of Property _____ Zoning District _____
2. Lot No. _____ Subdivision _____ Book/Page/Parcel _____
3. Name of Property Owner _____ Phone _____
4. Business Name _____ Phone _____
5. Business Owner _____ Phone _____
6. Name of Contractor _____ Phone _____
7. Proposed Activity or Use _____
8. Tenant Improvement Exterior _____ Interior _____ Awning _____ Awning/Wall Signage _____ Zoning Compliance _____
9. Scale drawing of proposed construction. (Complete all lines.)

A. Dimensions of tenant space:

Width _____ feet

Depth _____ feet

B. Dimensions of Awning

Width _____ feet

Depth _____ feet

Height _____ feet

C. Dimensions of Signage

Width _____ feet

Height _____ feet

Total Square Footage of Sign: _____ square feet

10. Net square feet of floor space excluding elevator shafts, stairways, hallways, mechanical equipment areas, restrooms and utility area.
First Floor _____ Second Floor _____ Third Floor _____ Fourth Floor _____ Total _____

I certify that all information and attachments to this application are true and correct to the best of my knowledge.

Applicant's Signature _____

=====
This application is _____ approved _____ disapproved

Planning Department

Date

Remarks: _____

NOTE: ADDITIONAL PERMITS REQUIRED

Case No. _____

Greene County Building Permit _____
Beavercreek Fire Department _____

When is a Tenant Improvement Exterior & Interior permit required?

A Tenant Improvement Exterior & Interior permit is required when finishing a shell building. This permit will include the exterior facade, awnings with or without signage, interior build-out, and use approval by the City. Ground signs are not included with this application and will require a separate sign permit application.

What do I have to do to receive a Tenant Improvement Exterior & Interior permit?

- C To receive a permit, the Tenant Improvement Exterior & Interior Permit application must be completed in full and submitted to the Department of Planning and Zoning along with three full sets of construction drawings. The "Statement of Applicant Obligation for Payment of Certain Professional Costs and Expenses" must be signed and submitted along with this application as well as the appropriate Architectural Review Fees (see attached sheet).
- C If this construction requires work to be performed within the public road right-of-way, an "application for permit to work along or across city streets" must be submitted with the zoning permit application.

How long will it be until I receive notification?

The review period will be a minimum of one week. You will be notified by telephone when the application has been approved and the permit has been issued, or if additional information is required.

What's the next step?

Additional permits may be required by other agencies after you receive a permit from the City, as indicated at the bottom of the application form. These reviews can occur at the same time as City Zoning Permit review.

If you have any questions, a staff member in the Department of Planning and Zoning is available to assist you Monday through Friday from 7:30 am to 5:00 pm.

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**STATEMENT OF APPLICANT OBLIGATION FOR PAYMENT
OF CERTAIN PROFESSIONAL COSTS AND EXPENSES**

The Applicant is obligated by Ordinance 85-32 to pay the City of Beavercreek (“City”) for all costs and expenses incurred by the City if this application or request causes the City to incur expenses and costs for an independent consultant to either review, evaluate or comment on data or information submitted by the Applicant, or to prepare information or data in connection with the City’s review and evaluation of the application or request. If an application or request filed with the City causes the City to devote to that same application or request time and professional skills of a City employee who is an engineer or surveyor (or other member of a so-called “learned professional”, the members of which are licensed by or registered with the State of Ohio), the costs and expenses to the City of the time devoted to that application or request shall be the obligation of the Applicant. The total amount of such costs and expenses shall be derived by the method of calculation pursuant to the then current legislative policy for such calculation.

The payment of expenses and costs referred to in this statement shall be made to the City of Beavercreek in accordance with the then current administrative policy for such payment. An application or request may require funds to be deposited in advance with the City for such costs and expenses. The payment of such costs and expenses shall be in addition to any other application fee required by the City.

The person whose signature appears below as Applicant states that she/he has full and complete authority to agree to, bind and obligate the Applicant to pay the costs and expenses referred to in this statement and to fully comply with the above statement.

By the signature below, the Applicant herein states she/he has fully and completely read the above statement, understands the above statement, and agrees to fully comply with the above statement.

Witness

By: _____
Applicant’s Signature

Witness

Date: _____

Project: _____

CITY PROCEDURE FOR COLLECTION OF REVIEW COSTS

The Applicant will also submit the Architectural Review Fee as designated on the attached sheet with this Statement.

PLAN REVIEW FEES

<u>Commercial Building</u>	<u>Review Fees</u>
1 to 5,000 square feet	\$ 275.00
5,001 to 9,999 square feet	\$ 412.50
10,000 to 24,999 square feet	\$ 550.00
25,000 to 49,999 square feet	\$ 687.50
50,000 to 99,999 square feet	\$ 825.00
100,000 square feet and more	\$1,100.00