

TENANT IMPROVEMENT EXTERIOR & INTERIOR

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

Permit _____

Date: _____

Fee: \$250.00 _____

Plan Review Fee: _____

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 _____

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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?

To receive a permit, the Tenant Improvement Exterior & Interior Permit application must be completed in full and submitted to the Planning and Zoning Department along with three full sets of construction drawings, the permit fee (\$250.00) and the Plan Review Fees (see attached sheet).

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 Planning and Zoning Department is available to assist you Monday through Friday from 7:30 am to 5:00 pm.

PLAN REVIEW FEES

<u>Commercial Building</u>	<u>Review Fees</u>
1 to 4,999 square feet	\$550.00
5,000 to 9,999 square feet	\$825.00
10,000 to 24,999 square feet	\$1,100.00
25,000 to 49,999 square feet	\$1,375.00
50,000 to 99,999 square feet	\$1,650.00
100,000 to 199,999 square feet	\$2,200.00
200,000 square feet and above	\$3,300.00