



2000 Broadway, Suite 234  
Clarksville, IN 47129  
Phone: (812) 283-1510  
Fax: (812) 280-5549

**Town of Clarksville**  
Department of Building & Planning

## Commercial Remodeling or Tenant Finish Application

### Building Information

*Incomplete application will not be processed*

Docket # \_\_\_\_\_

Job Address: \_\_\_\_\_

Company Name of Tenant: \_\_\_\_\_

Proposed Use of Structure: \_\_\_\_\_

Description of Construction; (be specific) \_\_\_\_\_

Square Footage: 1st Flr \_\_\_\_\_ 2nd Flr \_\_\_\_\_ 3rd Flr \_\_\_\_\_ Basement: \_\_\_\_\_

### Point of Contact Information

**Owner Name** \_\_\_\_\_ Email Address \_\_\_\_\_

Phone # \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

**Contractor Name** \_\_\_\_\_ Email Address \_\_\_\_\_

Phone # \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

**Architect Name** \_\_\_\_\_ Email Address \_\_\_\_\_

Phone # \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

**Structural Engineer** N/A \_\_\_\_\_ Email Address \_\_\_\_\_

Phone # \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

**Lump Sum Value of Construction (including labor, materials, overhead and profit)**

\$ \_\_\_\_\_

General: \$ _____	<b>Subcontractors:</b>	<b>Clarksville License Number</b>
Electrical: \$ _____	_____	_____
Plumbing: \$ _____	_____	_____
HVAC: \$ _____	_____	_____
Fire Protection: \$ _____	_____	_____

I hereby state that the above is correct. I recognize that the approval of plans, issuance of a permit, or subsequent inspection approvals shall not be construed to allow violations of the code or other ordinances or laws enforced by the Town of Clarksville. I understand that incomplete applications will not be processed. I consent to provide entry to inspectors as set forth in the building code and to request inspections as required. All materials, drawings or documents submitted for this permit become public record and maybe release to the public. By signature below the signatory certifies and declares that he/she is either the Owner or the Authorized Agent of the owner of the property. **If building with a submittal number only, I understand I am responsible for any construction changes as required by the State, as per the CDR and will give a copy of such changes to the Clarksville Building Department prior to receiving a Certificate of Occupancy.**

**Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**OFFICIAL USE ONLY**

**Special Conditions:**

**Sewer Tap Fees Paid**  Yes  No

**Construction Design Release #:**

**Required Drawings:**

**Type of Inspection Required.**

Existing Conditions	Yes <input type="checkbox"/>	No <input type="checkbox"/>	_____	_____	_____
Proposed Conditions	Yes <input type="checkbox"/>	No <input type="checkbox"/>	_____	_____	_____
Electrical Drawings	Yes <input type="checkbox"/>	No <input type="checkbox"/>	_____	_____	_____
Plumbing Drawings	Yes <input type="checkbox"/>	No <input type="checkbox"/>	_____	_____	_____
HVAC Drawings	Yes <input type="checkbox"/>	No <input type="checkbox"/>	_____	_____	_____
Pre-Inspection	Yes <input type="checkbox"/>	No <input type="checkbox"/>	_____	_____	_____

Building Approval (Approved): \_\_\_\_\_ Date: \_\_\_\_\_

# Commercial Remodeling and Tenant Finish Permit Checklist

Submit two 11" x 17" copies of the plans with the items listed below for the type of permit you are applying for. If the drawings are larger than 11" x 17" submit one paper set and one PDF set. Complete all of the permit application including: Name, Address, application date and all of the contractor information that applies.

## Remodeling:

- \_\_\_\_\_ Provide a floor plan showing what is there and what is changing i.e. (before and after plans)
- \_\_\_\_\_ Floor plan of the entire space showing all wall openings, stairs, doors, closets, and other spaces.
- \_\_\_\_\_ Label use of each room and space.
- \_\_\_\_\_ Identify all space to be included in the area you wish to remodel with this permit.
- \_\_\_\_\_ Fully dimension all spaces in area for permit.
- \_\_\_\_\_ Show location of restrooms that the space uses even if the restroom are not part of the remodel.
- \_\_\_\_\_ Provide electrical, plumbing, and mechanical layouts as applicable to the remodel
- \_\_\_\_\_ Show floor elevations at all exterior doors and interior doors that are part of the remodel. Landings at both sides of doors must be flush.
- \_\_\_\_\_ If the building has a fire sprinkler system a fire sprinkler plan must be designed by a fire sprinkler design company and submitted to the building department for separate review.

Check off list above and sign indicating submittal is complete

\_\_\_\_\_  
Applicant Signature

## Tenant Finish:

A tenant finish is the completion of a space that has not been finished previously (shell buildings.) If a space has been fully stripped (to the framing) of a previous finish then it would also be considered a tenant finish.

- \_\_\_\_\_ Plans must show structural walls, columns, and structural roof system that are within the space or at the boundaries of the space to be finished.
- \_\_\_\_\_ Show all existing fire-rated walls/assemblies and their rating.
- \_\_\_\_\_ Identify building type of construction.
- \_\_\_\_\_ Show location of restroom facilities provided for the space even if they are not part of the tenant finish. Restrooms outside of the finish may be required to be upgraded due to occupant load or occupancy changes.
- \_\_\_\_\_ Provide electrical, plumbing, and mechanical layouts as applicable to the remodel
- \_\_\_\_\_ Restrooms being added as part of the finish must meet all of the accessibility requirements of international codes and standards.
- \_\_\_\_\_ Provide floor plan of tenant space with all walls, stair, room, closets, halls, and other spaces.
- \_\_\_\_\_ Show uses of all rooms within the tenant space.
- \_\_\_\_\_ Show all exits and any elevation changes in the space and at all doors.
- \_\_\_\_\_ Second floors or mezzanine floors must be drawn and designed by an engineer.
- \_\_\_\_\_ If the building has a fire sprinkler system a fire sprinkler plan must be designed by a fire sprinkler design company and submitted to the building department for separate review.

Check off list above and sign indicating submittal is complete

\_\_\_\_\_  
Applicant Signature

**ORDINANCE NO. 2005-G-04**

**AN ORDINANCE AMENDING ORDINANCE 2003-G-0-01  
CONCERNING RATES AND FEES CHARGED BY  
BUILDING COMMISSIONER'S OFFICE**

**SECTION 2. Commercial Buildings and Structures:**

- A. For a General building Permit for a commercial building or structure the Building Commissioner's Office shall collect \$.10 per square ft., plus \$50.00 per inspection, plus \$10.00 for the first \$1,000.00 construction cost and \$5.00 for each additional \$1,000.00 cost of construction, plus \$100.00 Certificate of Occupancy.
- For an alteration to a commercial structure which does not increase the square footage of the structure, the Building Commissioner's Office shall collect \$10.00 for the first \$1,000.00 construction cost and \$5.00 for each additional \$1,000.00 cost of construction plus \$50.00 per inspection.
- B. For electrical permits for commercial buildings or structures, the Building Commissioner's Office shall collect \$.60 per amp and \$20.00 per inspection. For a commercial 100 amp temporary service \$50.00 shall be collected and for a 200 amp temporary service \$75.00 shall be collected.
- C. For heating and air conditioning systems in commercial buildings or structures, The Building Commissioner's Office shall collect:
- 1) \$65.00 for each new heating system; and \$35.00 for a replacement heating system; plus \$50.00 for each inspection.
  - 2) \$65.00 for each new air conditioning system; \$35.00 for a replacement air conditioning system; plus \$50.00 for each inspection.
  - 3) \$50 for any additional air handler.
- D. For inspection of new or replacement commercial water heaters, the Building Commissioner's Office shall collect \$50.00.
- E. For plumbing permits in commercial buildings or structures, the Building Commissioner's Office shall collect \$55.00 for the first fixture and \$7.00 for each additional fixtures (including water heaters). Additionally \$50.00 for inspection.
- F. The Building Commissioner's Office shall collect \$100.00 for the issuance of a Certificate of Occupancy including a new space with no changes.