



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: \$ _____	Subcontractors:	Clarksville License Number
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.

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 \$20.00 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 \$20.00 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 \$20.00 for each inspection.
 - 2) \$65.00 for each new air conditioning system; \$35.00 for a replacement air conditioning system; plus \$20.00 for each inspection.
- 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 \$20.00 for inspection.
- F. The Building Commissioner's Office shall collect \$100.00 for the issuance of a Certificat of Occupancy including a new space with no changes.