



<b>NEW PROJECT INFORMATION FORM</b>			
Project Name / Description:			MCA # (for office use only)
Legal Description:		Blk:	Lot:
Project Street Address:		Total Value:	
City:	State:	Zip:	SQ.FT.
TDLR/TABS:		Fire Sprinkled: Y / N	
<b>OWNER INFORMATION</b>			
Company Name:		Contact Person:	
Street Address:		City/State:	Zip:
Office Number:	Mobile Number:	Email:	
<b>CONTRACTOR INFORMATION</b>			
Company Name / Contractor Registration #		Contact Person:	
Street Address:		City/State:	Zip:
Office Number:	Mobile Number:	Email:	
<b>ARCHITECT INFORMATION</b>			
Company Name:		Contact Person:	
Street Address:		City/State:	Zip:
Office Number:	Mobile Number:	Email:	
<b>BILLING INFORMATION</b>			
Company Name:		Contact Person:	
Street Address:		City/State:	Zip:
Office Number:	Mobile Number:	Email:	

## **Commercial New Construction**

### **1. Final Plat**

**a. Current Status: (please select one)**

- i. \_\_\_\_\_ Approved & Recorded
- ii. \_\_\_\_\_ In City Review

**b. Plat#:** \_\_\_\_\_

### **2. Service Lines Needed**

- Water:                N / Y                Size:
- Sewer:                N / Y                Size:
- Irrigation:            N / Y                Size:
- Fire Line:            N / Y                Size:

**• Install by: (please select one)**

- \_\_\_\_\_ CFA                Project#                CFA#
- \_\_\_\_\_ Misc. (City Engineer)

NOTE: Any Fire Line, hydrant, extension, or line 3" or larger must go thru Misc., if not thru CFA. Please submit Utility Site Plan to Water Dept. BEFORE building permit submittal. No fee applied for submittal.

### **3. Final Grading Permit**

**a. Permit#: CG** \_\_\_\_\_

NOTE: Required for land disturbance of 1 acre or more. \$50 City Permit Fee. Requires iSWM report and checklists. Please submit to City BEFORE building permit submittal.

### **4. Urban Forestry Permit**

**a. Permit#: UFC** \_\_\_\_\_

NOTE: \$250 City Permit Fee. Please submit to City BEFORE building permit submittal.