



BUILDING PERMIT PREAPPLICATION – SUITE RENOVATION

Address of Building: _____

Zoning District: C-1 PS Sidwell #: _____

Contractor Name: _____ Phone #: _____

Contractor Address: _____ E-mail: _____

Building Owner's Name: _____ Phone #: _____

Building Owner's Address: _____

Tenant Name: _____ E-mail: _____

Type of Business: _____ Phone #: _____

Suite #: _____ Floor #: _____ Suite Size (sq.ft.): _____

Fire Protection Info:

Sprinklers: Yes No How Many: _____ Halon System: Yes No Lbs. of Agent: _____

Smoke Alarms: Yes No How Many: _____

Tie in to Building Fire Protection: Yes No Office Kitchen: Yes No Storage Area: Yes No

NOTE:

1. This Building Permit Preapplication – Suite Renovation is issued prior to plans being submitted to the Southfield Building Department for review and the issuance of permits related to said project.
2. Final inspections must be completed before any suite may be occupied.

<u>Fees:</u>	Suite Renovation Fee	\$ 100.00
	Fire Invoice Fee (based on Sq.ft.)	\$ _____
	TOTAL	\$ _____

Signature of Applicant: _____ Date: _____

This Preapplications needs to be submitted with four (4) sets of building plans to the Village of Bingham Farms office. The applicant will then file two of the approved plan copies along with a copy of this form to the City of Southfield Building Department.

Issued by: _____ Date: _____

Office Staff: Make three (3) copies – office, treasurer, contractor, Southfield Building Department