

**Master Plan Submittal**

OFFICE USE ONLY

Date

Initials

**APPLICANT TO COMPLETE:**

Owner's Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
 Ph [ ] \_\_\_\_\_ Fax [ ] \_\_\_\_\_

Contractor's Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
 Ph [ ] \_\_\_\_\_ Fax [ ] \_\_\_\_\_

Contact Person \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
 Ph [ ] \_\_\_\_\_ Fax [ ] \_\_\_\_\_  
 E-mail Address \_\_\_\_\_

Business Lic. No. \_\_\_\_\_  
 Contractors Lic. No. \_\_\_\_\_  
 Engineer \_\_\_\_\_ Lic. No. \_\_\_\_\_  
 Architect \_\_\_\_\_ Lic. No. \_\_\_\_\_  
 Lender \_\_\_\_\_

Check One:

- NEW PLAN: include a square-footage summary of each plan variation using dept.-provided form.
- REVISION: include a cover letter describing the nature of the change(s) and the page(s) affected.

I understand that an application missing any required items will be deemed incomplete, and the plan review process will not be scheduled until the items are received by the Building Department.

Print Name \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

**FOR BUILDING DEPARTMENT USE:**

NOTES:

**Structural**

<input type="checkbox"/> Approved Date _____	P/C Date			
	By			

**Non-Structural**

<input type="checkbox"/> Approved Date _____	P/C Date			
	By			

**Contact**

Comments Sent	Date			
	By			
Response Rec'd	Date			
	By			