



## COMMERCIAL RE-INSPECTION PROGRAM APPLICATION

This application requires a \$100 application fee to be submitted to the Department prior to project inspection.  
Please Print

Application Date: \_\_\_\_\_

Proposed Commercial Business Name: \_\_\_\_\_

Proposed Commercial Property Address: \_\_\_\_\_

Unit/Suite Number: \_\_\_\_\_

Applicant/Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Property Owner/Lessor Name: \_\_\_\_\_

Property Owner/Lessor Address: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Detailed Description of Proposed Occupancy, Use, and Services Offered: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Building/Unit Area: \_\_\_\_\_ Square Feet

Number of Building/Unit Exits: \_\_\_\_\_ Exit Doors

Number of Building/Unit Restrooms Provided: \_\_\_\_\_ Number of Toilet & Lavatory Fixtures Provided: \_\_\_\_\_

Provide detailed, scaled, dimensioned, labeled, and easily legible floor plan of the existing building and unit. Indicate means of egress, exits, and restrooms with plumbing fixtures.

The purpose of the Commercial Reinspection Program is to inspect commercial properties vacant for 90 days or more to ensure commercial properties remain in code compliance for their intended and continued occupancy and use. The Department of Permits & Inspections reviews documents and conducts inspections to identify any code compliance issues that require resolution, remediation, or correction. The Department processes all applications as quickly as possible, dependent upon the information required and provided. Please be advised that the Department shall not be responsible for business decisions and contract executions between other parties.

**\* False or inaccurate information provided by the applicant shall void the application and inspection with no application fee refund.**

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

Applicant Printed Name: \_\_\_\_\_

Signature Date: \_\_\_\_\_

**Department of Permits & Inspections Use Only:**

Building Construction Classification:

- Type I A
- Type II A
- Type IIIA
- Type VA

- Type IB
- Type IIB
- Type IIIB
- Type VB

Proposed Building Occupancy Classification:

- A – Assembly
- B – Business
- E – Educational
- F – Factory/Industrial
- H – Hazardous
- I – Institutional
- M – Mercantile
- S – Storage

Existing Building Occupancy Classification:

- A – Assembly
- B – Business
- E – Educational
- F – Factory/Industrial
- H – Hazardous
- I – Institutional
- M – Mercantile
- S – Storage

Maximum Occupant Load: \_\_\_\_\_ Persons

Building Construction Date: \_\_\_\_\_

Last Building Permit Issued or Scheduled Reinspection Number: \_\_\_\_\_

Existing Certificate of Occupancy on Record:

- Yes
- No

Date: \_\_\_\_\_

Building Division Approval:

- Approved
- Denied
- Permit Application Required

Date: \_\_\_\_\_

Building Division Staff Review Name: \_\_\_\_\_

Zoning Division Approval:

- Approved
- Denied

Date: \_\_\_\_\_

Health Department Approval:

- Approved
- Denied
- Not Required

Date: \_\_\_\_\_