



Up-Fits to Existing Buildings Form

Application Processing Fee \$60.00

Please submit applications, processing fees, and site plans (if applicable) simultaneously to avoid delay in processing. Applications can be submitted in-person, by mail, or by email.

For payment cash (in-person only), check (in-person or by mail), and cards (in-person or call or pay over phone) are accepted.

Date: _____ Project Name: _____

Applicant's Name: _____

Phone Number: (Office) _____ (Cell) _____

(Fax) _____ (E-mail) _____

Address of Project: _____

Tax Map Number (TMS): _____

Lot #: _____ Check One: Zoned Not Zoned

Check One: Commercial Residential

What is the existing (or previous) use of the building: _____

Proposed new use of the building: _____

Building with space for multiple tenants or multiple associated addresses: Yes No

Land Use Permit Required: Yes No

Approved Up-fits Only:

If acquiring a new sign, replacing, or making changes to a current sign on the property, a separate Sign Permit Application or Signage Up-fit Application will need to be completed and submitted to Development Standards.

Applicant's Signature: _____ Date: _____

****ALLOW 48-72 HOURS FOR REVIEW****

Development Standard's Official: _____ Date: _____

Comments: _____



Up-Fits to Existing Buildings Form Application Checklist

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- Completed Application (Applicant Signature and Date).
- Interior Site Plans (if applicable)(a copy will be provided to Building and Codes)
- Construction Plans (**Canopy's/ Awnings Only**)(a copy will be provided to Building and Codes)
- Copy of Lease Agreement (only required if applicant is not the property owner)
- Property Owner Contact Information (only required if applicant is not the property owner)
- Application processing fee of \$60.00

Upon review a copy will be provided to building and codes. After receiving a copy of the reviewed up-fit application please contact building and codes for all additional and required permitting.