

TENANT DISCLOSURES

- INTENDED USE: _____
- BUSINESS NAME: _____
- SUITE NUMBER: _____
- OCCUPANCY GROUP: _____
- SQUARE FOOTAGE: _____
- TYPE OF CONSTRUCTION: _____
- IS THE BUILDING EQUIPPED WITH FIRE SPRINKLERS? _____
- NUMBER OF EMPLOYEES: _____
- NUMBER AND LOCATION OF RESTROOM FACILITIES: _____
- LIST ANY CHEMICALS USED OR STORED AND QUANTITIES:

- ARE YOU MAKING ANY IMPROVEMENTS TO THE SUITE OR BUILDING OTHER THAN PAINTING, PAPERING, FLOOR COVERING, MOVABLE CASES, COUNTERS OR PARTITIONS NOT OVER 5 FEET 9 INCHES HIGH? _____
- ARE YOU A NEW TENANT? _____
- ARE YOU THE FIRST TENANT? _____

PLANS REQUIRED:

- If you are not doing any work that requires a permit, please provide four copies of a plot plan and a floor plan.
- If you are making other improvements, please see the Tenant Improvement Plan Requirements handout.

NOTE:

- Written Authorization from the property owner is required prior to Building Permit issuance.

SIGNATURE

PRINT NAME

DATE

CIRCLE ONE: TENANT / OWNER / CONTRACTOR / ARCHITECT / ENGINEER