

REQUIRED INFORMATION - PERMITTING WORKSHEET

FAX COMPLETED FORM TO (480) 393-4313 OR EMAIL TO MATTHEW@MHAPC.BIZ

INFORMATION NEEDED FOR PERMITTING	YOUR RESPONSE HERE	ADDITIONAL COMMENTS
Project Location [provide tenant space/suite number as assigned by landlord or building owner]		
Project Location [provide corporate entity]		
Point of Contact Information [provide name, phone, fax, email and address of one person who will be responsible for all communications with our staff]		
Property Owner/Landlord Information [provide point of contact person's name, phone, fax, email and address]		
General Contractor Information [provide point of contact person's name, phone, fax, email and address, include State Contractors License information]		
Previous Tenant/Occupant Information [provide what type of business, and name of who previously used the space and the date vacated]		
Employee Information [estimated number of employees per shift]		
Estimated Construction Costs [provide breakdown between trades]		
Number of Seating [provide how many tables & chairs for dining, if food service facility]		
Property Tax Account Number [provided by building owner/landlord]		
Architect/Engineer Information [provide one point of contact for each, including name, phone, fax, email and address]		
Desired Construction Start Date [this will depend upon actual permitting review time, and is not guaranteed]		
Brief Narrative of Work to be Completed [include any demolition work]		