



# CROOK COUNTY

BUILDING DEPARTMENT  
300 NE 3<sup>RD</sup> ST – PRINEVILLE, OR 97754  
(541) 447-3211 FAX: (541) 416-2139

- CITY
- COUNTY

## COMMERCIAL TENANT IMPROVEMENT APPLICATION

### TYPE OF PERMIT (Please check all that apply)

- Addition(s) to existing structure     Interior Alteration     Exterior Alteration
- Change of Use (i.e. from residential to commercial)

Jobsite Location: \_\_\_\_\_ Unit / Suite #: \_\_\_\_\_

City / Zip: \_\_\_\_\_

Tax Map ID #: \_\_\_\_\_

Property Owner: Print- \_\_\_\_\_ Signature- \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work/Cell: \_\_\_\_\_

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

Existing Use of the building: \_\_\_\_\_

Proposed Use of the building: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Tenant Phone: \_\_\_\_\_

Full Description of Improvement: \_\_\_\_\_

\_\_\_\_\_

Valuation of proposed improvement (*attach bid sheet*): \_\_\_\_\_

Will this improvement require the placement of a new sign? \_\_\_\_\_

**Note – Signs require a separate building permit and must be approved by the planning department. Ask for a YELLOW application if you need a sign permit.**

List **ALL** plumbing work to be done and/or installed: \_\_\_\_\_

\_\_\_\_\_

List **ALL** mechanical work to be done and/or equipment to be installed: \_\_\_\_\_

\_\_\_\_\_

List all Contractors and their license numbers:

Structural: \_\_\_\_\_ Phone: \_\_\_\_\_

Plumbing: \_\_\_\_\_ Phone: \_\_\_\_\_

Mechanical: \_\_\_\_\_ Phone: \_\_\_\_\_

***\*\*\*Note: All electrical work must be performed and permitted by a licensed electrician. Your electrician is required to obtain his/her own permits.***

- **This application must be accompanied by a floor plan indicating improvements.**

After you have submitted this application an inspector will set up an appointment to do a walk-through with you. Any additional requirements, such as building plans and associated fees, will be determined at that time.

**APPLICANT / CONTACT INFORMATION**

Name: \_\_\_\_\_

Phone number you can be reached at to set up the walk-through: \_\_\_\_\_

**BUILDING INSPECTOR FINDINGS / COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Inspector Sign-Off \_\_\_\_\_ Date \_\_\_\_\_

Planning Sign-Off \_\_\_\_\_ Date \_\_\_\_\_

FOR OFFICE USE ONLY