



Permit # _____
 APN # _____

**CITY OF MESQUITE
 TENANT IMPROVEMENT
 COMMERCIAL BUILDING MODIFICATION APPLICATION**
 {For inspections, phone 346-6156}

Street Address of Job Site: _____ **Zip Code:** 89027
 Owner: _____ Phone Number: ()
 Owner's Address: _____
 General Contractor: _____ Phone Number: ()
 Contractor's Mailing Address: _____
 Contractor's Nevada State License # _____ Class _____ Mesquite City Business License # _____

Center/Plaza: _____ **Phase #** _____
***Business Name:** _____ **Bldg #** _____ **Unit #** _____

Business Type/Description: _____
 Number of Levels: _____ Total Sq. Ft.: _____ Number of Units: _____ Unit Sq. Ft: _____
 Occupancy: _____ Construction Type: _____
Plans: Attached to Permit On File # _____

Description of Work: _____

(Permit covers only the work specified) **Permittee is to build according to above description and to the approved plans and specifications with regards to the Building Code on behalf of the City of Mesquite and to submit to this Department for all required change orders and as each building phase comes to completion.

GENERAL CONTRACTOR SIGNATURE: _____ **Date:** _____

I hereby certify that the information provided on this application form, and any plans submitted, is complete and correct and request the issuance of a permit with the City of Mesquite. I also certify that all Subcontractors working on this permit are licensed within the City of Mesquite and the State of Nevada.

SUBCONTRACTORS INFORMATION:

PLUMBING Contractor Co: _____ Contr. Lic No. _____ City Bus. Lic. No. _____
 Q.P. License Holder : _____ Q.P. Lic. Holder: _____
 (Print Full Name) (Signature) (Date)

ELECTRICAL Contractor Co: _____ Contr. Lic No. _____ City Bus. Lic. No. _____
 Q.P. License Holder : _____ Q.P. Lic. Holder: _____
 (Print Full Name) (Signature) (Date)

MECHANICAL Contractor Co: _____ Contr. Lic No. _____ City Bus. Lic. No. _____
 Q.P. License Holder : _____ Q.P. Lic. Holder: _____
 (Print Full Name) (Signature) (Date)

This permit is being issued subject to the following:

ADMINISTRATIVE FEES: Administrative fees imposed by the City on all actions, approvals, and permits relating to the development approval process shall be those fees in effect at the time such action, permit, or approval is requested and determined to be complete, notwithstanding any previously obtained development approvals or permits.

TIME LIMIT ON EXERCISE OF APPROVAL OR PERMIT: If granted, the approval or permit requested for the proposed development shall be effective as of the date of final action as defined in Ordinance No. 117 and must be exercised within the applicable time period as set forth therein. If no time period is specified, the approval or permit must be exercised within six (6) months of the date of final action. The applicant may request that the City specify the date of final action and the expiration date and include such dates on the approval or permit.

****For Office Use Only****

Commercial Use: _____

VALUATION: \$ _____

Permit Fee: _____
 Plan Check Fee: _____
 Admin Fee: _____
 Trans. Structure Impact Fee: _____
 Park Fees: _____
 RTC Fees: _____
 Sewer Fees: _____

Total Fixtures: _____ @ _____ = _____ + (Existing ERU's _____) = **Total ERU:** _____

ELECTRICAL: Commercial Sq. Ft. _____ x .045 = Fee: _____
 PLUMBING: Commercial Sq. Ft. _____ x .035 = Fee: _____
 MECHANICAL: Commercial Sq. Ft. _____ x .030 = Fee: _____

Total Balance: _____
 Submittal Fee: _____
 Check # _____

Issued By: _____
 City of Mesquite Building Department

Balance Due: _____
 Check # _____

Date: _____

Requirements for Tenant Improvement Permits

NOTE: If any construction (structural changes/electrical; plumbing; etc...) is to be done, a general contractor shall be used, because it is a commercial space, with a complete set of plans being submitted showing walls; electrical outlets; or plumbing. A commercial modification application shall be submitted at this time with all contractor/sub contractor signatures, as it will speed up the plan check process. The general contractor will pull the permit.

- 1) Submittal: A sketch of the unit to be moved into; showing square footage; restroom(s); counter space; exiting and shelving. A modification permit application needs to be submitted with the sketch.
- 2) The completed application and sketch needs to go through plan check and be signed off beginning with the Public Works Department, then Planning Department, and then to the Building Department. **(Plan check is 10-21 working days.)**
- 3) Submittal fee is \$75.00. When the plan check is done, a valuation will be done, and the applicant will receive a phone call with the amount of any additional permit fees.
- 4) The applicant then can come and pick up and pay for the permit. When the permit is issued, it will be assigned a number. The applicant needs to call for an Occupancy inspection @346-6156 **24 hours** in advance. **If you don't call 24 hours in advance, and want a same day inspection, there is a \$35 fee.** When the Occupancy inspection is done, an electrical sticker will be issued, and then the applicant can call Overton Power District for hook-up.
- 5) An inspection(s) will need to be done by the Building Department **BEFORE** the applicant can open for business.
- 6) An inspection by the Fire Department also needs to be done at this time. The **applicant** is responsible for calling and setting up this inspection. (346-2690)
- 7) After these inspections have been done and passed, a Certificate of Occupancy will be issued. The applicant can then take the CO to the City Clerk's Office at City Hall to receive their business license.

***These are basic standard Tenant Improvement Requirements.**

The more work to be done, the more detailed the submittal package will need to be in relation to plans, general contractors, etc...