

Commercial Tenant Improvement Application

An Engineered Architect will need to do a Code analysis for the specific Business.

(Please Print)

Date of Amendment: _____

Landlord: _____

Tenant: _____

Property Address: _____ Suite # _____

City: _____ State: _____

Zip Code: _____

Lease Start Date: _____

Phone # _____ Email: _____

Owners Name: _____ Address: _____

Property Address (if different from above): _____

Current Zone: _____ Ut. County Parcel #: _____

Type of Business Being Conducted: _____

Contractor: _____ Address: _____

Phone #: _____ Email: _____

Contractors License #: _____

Work Request for:

- An Engineered Architect will need to do a Code analysis for the specific Business. **(Required)**
- Water Usage Requirement **(Required)**
- Commercial Construction
- Change of Occupancy
- Electrical
- Propane
- Mechanical
- Signs
- Plumbing
- Move a structure
- Remodel
- Lighting

Summary of Request:

APPLICANT CERTIFICATION:

I certify under penalty of perjury that this application and all information submitted as a part of this application are true, complete, and accurate to the best of my knowledge. I also certify that I am the owner of the subject property and that the authorized agent noted in this application has my consent to represent me with respect to this application. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Fairfield Town may rescind any approval or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Fairfield Town Code and this application and that items and checklists contained in this application are basic and minimum requirements only, and that other requirements may be imposed that are unique to individual projects or uses. Additionally, I acknowledge that I have reviewed and understand the section from the Fairfield Town Fee Schedule and hereby agree to comply with the Town Code. I also agree to allow the staff, Planning Commission, Town Council, or appointed agent(s) of the Town to enter the subject property to make any necessary inspections thereof.

Owner’s Signature: _____ Date: _____

Contractors Signature: _____ Date: _____

Office Use Only

Fees Paid (see FF fee list for all required fees): \$ _____ Check# _____ Date: _____

Approving Official Name (*Print*): _____ Title: _____

Signature: _____ Date: _____

Tenant Improvement Application Checklist

Any owner or owner's authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert, or replace any electrical, gas, mechanical, or plumbing system, the installation of which is regulated by the Building Code, or to cause any such work to be performed, shall first make application to the Fairfield Building Department and obtain the required permit. Permits shall not be required for work exempt from a permit as outlined in the adopted codes. Work exempted from a permit does not deem to grant authorization for work to be done in any manner in violation of the Building Code. A homeowner may be subject to a Class B Misdemeanor if work requiring a permit is performed without first securing the permit(s) required. Anyone who received payment or equivalent value to perform work requiring a permit may be subject to a Class C Misdemeanor if the work is performed without first securing the permit(s) required.

- Type of Construction
- Cross sections of build-out
- Occupancy classification
- Square footage, allowable area analysis
- Number of stories
- Occupant load analysis
- Restroom analysis
- Exiting analysis shown on the plan
- Indication of separation or Non-separate uses
- Location of the meter;
- Location of the nearest fire hydrant in feet (if over 700 feet an estimate may be used);
- An appropriate descriptive legend, including north arrow, scale, and legal description;
- Name and contact information of the architect or engineer responsible for the preparation of the site plan;
- The existing (or proposed) zoning;
- Location of all existing and proposed drives and parking areas including types of surfacing, parking layout, and dimensions;
- Show all existing easements, vacated easements, and rights-of-way. A ten (10) foot utility easement along all roads must be shown;
- Must meet all required minimum setbacks
- Details of any fire-resistant-rated walls and/or floor/ceiling or roof/ceiling assemblies in their entirety.
- A Complete exciting plan for the structure
- Locations, sizes, and types of existing trees over six (6) inches in diameter (before and after proposed development);
- All proposed fences, screens, and freestanding architectural walls, including typical cross-sections and the heights above ground;
- All outdoor lighting must comply with Fairfield Town Dark Sky requirements. (See outdoor lighting standards and checklist below.)