

REQUEST FOR APPROVAL TO REMODEL AN EXISTING BUILDING

Date: _____ Person completing the form: _____

This application is made to do minor remodeling. If major remodeling or addition is to be made, the form "Request to Build" should be used with information added on the existing building.

1. Church requesting permission to remodel: _____

2. Address: _____

3. Describe the remodeling work to be done. How will it affect the present building?

(Attach drawings showing complete existing plan and the remodeled areas.)

4. How will the new remodeling be used? _____

_____ Will you secure the

ser _____

5. Architect or Engineer

vices of a registered architect or engineer? _____

a. Who? _____

b. What similar projects has the professional successfully completed? _____

d. What will the fee be? Both percent _____ % and actual \$ _____

e. Will your architect/engineer provide plans and specifications for competitive bidding? _____

c. Will he/she serve you during construction? _____

(Where applicable include the following information.)

Foundation and Structure

6. If additional load is being added, has the foundation and structure been checked for load-carrying capacity? Yes _____ No _____

Walls—Interior (existing or new)

7. Type: load-bearing _____ non-load-bearing _____ portable _____ folding _____
other _____

8. Materials: wood studs _____ steel studs _____ plastered _____ dry wall _____

paneled _____ other _____

Floor Covering

9. Materials: _____

Heating, Ventilation, and Air Conditioning

10. Describe changes and include a plan. Will the existing system work well for the revised areas?

Plumbing

11. Show changes and describe. _____

Electrical Service and Lighting

12. Show plans and describe. _____

Sprinklers

13. Yes _____ No _____

Codes & Zoning

14. Have you checked and know that your proposed building is within local, state, and federal building, plumbing, fire, safety, health, and environmental codes and zoning? Yes ____ No ____

Contractor & Others

15. Who will be the contractor? _____

16. How will the builder be selected? competitive bid _____ recommendation _____

17. Will any work be done by volunteers? _____ What percent? _____%

18. What is the proposed cost? _____ Will this be a firm price? _____

19. Will it be necessary to borrow money? Yes ____ No ____

(If yes, please fill out "Request for Approval to Borrow Money" form.)

20. How do you plan to furnish the building? _____

21. How much will furnishings cost? _____ Is this a firm price? _____