

Initial Inquiry Form

Please complete this form to the best of your ability to give us a better idea of what you would like accomplished.
The more information you can provide the better.

Contact Information

Name: _____ Home/Work: _____ Cell: _____

Additional Contact (if any): _____ Home/Work: _____ Cell: _____

Mailing Address: _____

Email: _____

Project Information

Property Owner: _____ Home/Work: _____ Cell: _____

Project Address: _____ County: _____

Lot Acres: _____ A.P.N. (Assessor's Parcel Number): _____

Project Type: (New Construction, Remodel, Addition, Rectification of Unpermitted Structure, Etc.) _____

Client's Program/Project Goal: (What is it you would like to accomplish?) _____

Present Use of Property: (Commercial, Residential, Agricultural, Rental, Etc.) _____

Existing Development on Property: (List All Existing Structures and Utilities) _____

Are you currently working or talking with a contractor? If yes, who? _____

What is your construction budget? _____

What is your schedule/when would you like to start construction? _____

Are there currently any building violations on the property? If yes, please explain: _____

Project Specific Questions

Please answer questions that apply to your project type.

NEW CONSTRUCTION:

- I. Structure use: (circle one) Residential Commercial Agricultural Other: _____
- II. What type of design/style of building is your favorite? _____
- III. Do you have any inspirational photos, sketches of your ideas, or images which you can send? _____
- IV. What is the approximate size (square footage) of your proposed new building? _____
- V. Number of stories: (circle one) One Two Other: _____

REMODEL OR ADDITION:

- I. Do you have access to the original construction drawings, which you can send? _____
- II. What is the size of the current structure? (i.e. square footage) _____
- III. Number of stories: (circle one) One Two Other: _____
- IV. What is the approximate size (square footage) of your proposed remodel and/or addition?

RECTIFICATION OF UNPERMITTED STRUCTURE (if applicable):

- I. Can you provide a List of Permits?
Note: This document shows which structures/square footages are permitted. Contact County Building Department to obtain.
- II. Can you provide a Property Characteristic's Report?
Note: This document shows what the County has on tax record. Contact County Assessor's Office to obtain.
- III. Can you provide any documented issues/requirements or citations from any JHA (Jurisdiction Having Authority)?
(i.e. planning dept., building dept., etc.)

COMMENTS:

Is there any additional information you would like to share with us?
