

TENANT / PROPERTY USE DESCRIPTION FORM - A

PUBLIC WORKS-ENGINEERING

(For All Building Permit Applications except: multi-family residential, truck/bus terminals, hotels/motels, parks, golf courses, schools, and long-term nursing care facilities. See Form-B)

1. Date: _____
2. Name of Applicant: _____
3. Address of Applicant: _____
4. Phone Number of Applicant: _____ 2nd _____
5. Address of Building Permit: _____
6. Tax Map No. and Tax Lot No. (if known): 37 _____ W _____, Tax Lot _____
7. **PRIOR USE** of bldg/tenant space (if existing bldg): _____
8. Name of Business or Tenant to be located at this Address (if known): _____
9. **DETAILED** description of **INTENDED USE** or **BUSINESS ACTIVITY***: _____

10. **SIZE OF BUILDING AND TENANT SPACE:** (Complete a, b or c. Use gross floor area)

a. **Interior Remodel:**

1) If tenant space(s) only:

Space # _____, area of space: existing= _____ sq. ft. & proposed= _____ sq. ft.

Space # _____, area of space: existing= _____ sq. ft. & proposed= _____ sq. ft.

(Use back of form if more than two tenant spaces are affected)

2) If building:

Area to be remodeled = _____ sq. ft. and total area of building = _____ sq. ft.

b. **Addition:**

Area of addition _____ sq. ft. plus existing gross bldg area _____ sq. ft. = proposed gross bldg area _____ sq. ft.

Space # _____, area of space: existing= _____ sq. ft. & proposed= _____ sq. ft.

Space # _____, area of space: existing= _____ sq. ft. & proposed= _____ sq. ft.

Number of existing tenant spaces= _____ and total number of tenant spaces when complete = _____. List affected tenant spaces below:

c. **New Building:**

Building floor areas: 1st fl. = _____ sq. ft., 2nd fl. _____ sq. ft., mezzanine _____ sq. ft.

Tenant space # _____ and area of space = _____ sq. ft.

Tenant space # _____ and area of space = _____ sq. ft.

Tenant space # _____ and area of space = _____ sq. ft.

11. Will the **SEWAGE DISCHARGE** contain anything other than domestic/restroom waste? Y / N

12. **Signature of Applicant or Representative:** _____

*The applicant for a building permit shall be required to state in writing the intended use of the building in sufficient detail to enable the City Engineer to determine the appropriate "category-of-use" of the tenant space, building or development as defined in the Medford City Code. The "category-of-use" is used to calculate any street systems development charges that may be due as well as the monthly street utility fee. (Section 3.07 of Medford City Code).

Please refer all questions regarding the above to the Public Works Engineering Division, 411 W. 8th St., Modular Units, Medford, OR 97501, 541-774-2100

PLANNING DEPT. USE: _____ Processed by: _____, SIC # _____.

TENANT / PROPERTY USE DESCRIPTION FORM - B

PUBLIC WORKS-ENGINEERING

(For the following building permit applications only: Multi-family residential, truck/bus terminals, hotels/motels, parks, golf courses, schools, and long-term nursing care facilities. All other applications, use Form-A)

1. Date: _____
2. Name of Applicant: _____
3. Address of Applicant: _____
4. Phone Number of Applicant: _____ 2nd _____
5. Address of Building Permit: _____
6. Tax Map No. and Tax Lot No. (if known): 37 _____ W _____, Tax Lot _____
7. **PRIOR USE** of bldg/tenant space (if existing bldg): _____

8. Name of Business or Tenant to be located at this Address (if known): _____

9. **DETAILED** description of **INTENDED USE** or **BUSINESS ACTIVITY***: _____

10. SIZE of BUILDING AND TENANT SPACE:

	Existing	Proposed
• Multi-family Residential (# dwelling units)	_____	_____
• Truck or Bus Terminal (# acres)	_____	_____
• Hotels/Motels (# rooms)	_____	_____
• Parks (# acres)	_____	_____
• Golf Courses (# of holes)	_____	_____
• Nursing Care-Long-Term (# of beds)	_____	_____
• Schools (# of students-capacity)	_____	_____

11. Will the **SEWAGE DISCHARGE** contain anything other than domestic/restroom waste? Y / N

12. **Signature of Applicant or Representative:** _____

*The applicant for a building permit shall be required to state in writing the intended use of the building in sufficient detail to enable the City Engineer to determine the appropriate "category-of-use" of the tenant space, building or development as defined in the Medford City Code. The "category-of-use" is used to calculate any street systems development charges that may be due as well as the monthly street utility fee. (Section 3.07 of Medford City Code).

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