

This header space is for local jurisdiction to put their own logo and information

## **Phase Submittal Form**

The purpose of this document is to provide the applicant and the Municipality with the information required for a phased submittal.

1. Check each submittal item that is phased on the checklist and provide the valuation of each submitted item and an estimated time for each item.
2. The building official is authorized to issue a permit for the construction of foundations or any other part of a building or structure before the construction documents for the whole building or structure have been submitted, provided adequate information and detailed statements have been filed complying with pertinent requirements of this code. The holder of such a permit for the foundation or other parts of the building or structure shall proceed at the holder's own risk with the building operation and without assurance that a permit for the entire structure will be granted.
3. Phased submittal documents and drawings must be submitted and approved prior to the construction/installation of the phased item.
4. Additional fees will be charged for this procedure. These fees include a minimum phasing fee as indicated by the authority having jurisdiction, plus 10% of the total project building permit fee not to exceed \$1500 for each phase.

Items which may be phased include, but are not limited to the following:

<input checked="" type="checkbox"/>	Phased Item	Date	Valuation
	1. Site Excavation		
	2. Foundation		
	3. Tenant Improvements		
	4. Shell building		

I certify that the above information is correct, and understand that incorrect or missing information will cause the application to be rejected, resulting in delays for the applicant.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date