



COMMERCIAL PERMIT APPLICATION
NEW BUILDINGS, ADDITIONS &/OR ALTERATIONS

Date: \_\_\_\_\_ Application Number: \_\_\_\_\_

Located in a Flood Zone? [ ] Yes [ ] No Site Address: \_\_\_\_\_

Legal Description \_\_\_\_\_
Lot(s) Block Addition/Subdivision

Type of Occupancy: \_\_\_\_\_ Business Name: \_\_\_\_\_

1. Applicant Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

2. Property Owner Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

3. Project Information: (check which applies)

- [ ] New Building [ ] Remodel [ ] Demolition [ ] Electrical [ ] Mechanical
[ ] Addition to Existing Building [ ] Interior [ ] Exterior [ ] Plumbing

Description of Project: \_\_\_\_\_

4. Project Valuation: \$ \_\_\_\_\_

5. New Construction or Addition to Existing Structure:

Table with 2 columns and 10 rows for project details including construction type, occupancy, use group, and fire sprinkler status.

**6. Remodel or Change of Occupancy to Existing Building:**

Type of Construction:	<input type="checkbox"/> Wood Frame	<input type="checkbox"/> Metal Frame
Type I: A <input type="checkbox"/> B <input type="checkbox"/>	Type II: A <input type="checkbox"/> B <input type="checkbox"/>	Type III: A <input type="checkbox"/> B <input type="checkbox"/> Type IV: A <input type="checkbox"/> B <input type="checkbox"/> Type V: A <input type="checkbox"/> B <input type="checkbox"/>
<b>Existing Occupancy</b>	Existing Square Footage:	
Occupancy:	<input type="checkbox"/> Single	<input type="checkbox"/> Mixed      Design Occupant Load:
Use Group(s):	1.      2.      3.	
<input type="checkbox"/> Separated	<input type="checkbox"/> Non-Separated	
Auto Fire Sprinkler:	<input type="checkbox"/> None	<input type="checkbox"/> Throughout Bldg <input type="checkbox"/> Partial
Design Occupant Load:	Number of exits required:	Number of exits provided:
<b>Proposed Project</b>	Proposed Square Footage	
Occupancy:	<input type="checkbox"/> Single	<input type="checkbox"/> Mixed      Design Occupant Load:
Use Group(s):	1.      2.      3.	
<input type="checkbox"/> Separated	<input type="checkbox"/> Non-Separated	
Auto Fire Sprinkler:	<input type="checkbox"/> None	<input type="checkbox"/> Throughout Bldg <input type="checkbox"/> Partial
Design Occupant Load:	Number of exits required:	Number of exits provided:
Wastewater System (Septic System)? <input type="checkbox"/> Yes <input type="checkbox"/> No	Well Water? <input type="checkbox"/> Yes <input type="checkbox"/> No	

**7. General Contractor:** \_\_\_\_\_ **Project Manager** \_\_\_\_\_

**8. Sub-Contractors:**

Concrete: \_\_\_\_\_ Other Subs: \_\_\_\_\_  
 Framing: \_\_\_\_\_ Other Subs: \_\_\_\_\_  
 Plumbing: \_\_\_\_\_ Other Subs: \_\_\_\_\_  
 Mechanical: \_\_\_\_\_ Other Subs: \_\_\_\_\_  
 Electrical: \_\_\_\_\_ Other Subs: \_\_\_\_\_

**I hereby certify that the information submitted is correct and I agree to comply with all applicable city codes.**

\_\_\_\_\_ Signature

I understand that the City of Hutchinson has a Neighborhood Revitalization Plan Tax Rebate Program and that property owners intending to apply for rebates under that program are required to submit the NRP Application Form at the time of Building Permit application. Late applications will not be accepted. For more information visit: <https://www.hutchgov.com/194/Community-Development>

Email completed building permit application to [permits@hutchgov.com](mailto:permits@hutchgov.com)  
 Email completed Commercial Plan Submittal Application & PDF Plans to [planreview@hutchgov.com](mailto:planreview@hutchgov.com)

**Office Use Only:**

Special Requirements: \_\_\_\_\_

Site Plan Reviewed

Flood Plain Reviewed

Historic Property/District Reviewed

\_\_\_\_\_  
Planning Dept

Date

\_\_\_\_\_  
Building Inspection Dept

Date

Fire Dept Approved: \_\_\_\_\_

Engineering Dept Approved: \_\_\_\_\_

*Email to Fire Dept when application is received.*