



**BUILDING PERMIT APPLICATION
NEW COMMERCIAL BUILDING/ADDITION
PERMITS@REPUBLICMO.COM**

Office Use Only:		Application Date:	Permit Number:
PIN:	Lot No.:	Subdivision:	Zoning:

Site Address: _____

OWNER INFORMATION	
Owner Name:	
Address (Street, City, State, Zip):	
E-Mail:	Phone:

CONTRACTOR INFORMATION	City of Republic Business License No.:
Company Name:	Contact Name:
Mailing Address (Street, City, State, Zip):	
E-Mail:	Phone:

PROJECT INFORMATION		
Commercial: <input type="checkbox"/>	Multi-Family Residential: <input type="checkbox"/>	Industrial: <input type="checkbox"/>
Project Description:		

Project Contact Information: Contact Name & Phone: _____

Company Name: _____ Email: _____

Use Group(s): _____ Type of Construction: _____

Number of Dwelling Units to be Included in Finished Product (If Applicable): _____ Project Valuation (\$): _____

Project Square Footage: _____

By signing this application form, I hereby acknowledge that the information I have provided is complete and accurate to the best of my knowledge. Furthermore, I acknowledge my responsibility to conform to the applicable federal, state and local regulations pertaining to the project described by this application and attachments. I also understand that this application will expire within 180 days of the date of my signing, unless extended in writing by the Building Official.

Signature: _____ **Date:** _____



R E P U B L I C
BUILDS
Public Works • Community Development

GUARANTEE OF PAYMENT AGREEMENT

By signing this agreement, I acknowledge and accept full responsibility for payment to the City of Republic for all fees and charges incurred by 3rd party consultant review and any/all fees related to the review of drawings and specifications associated with this project.

Signature

Date

Please print the following information for billing purposes:

Contact Name: _____

Business Name: _____

Billing Address: _____



COMMERCIAL BUILDING PERMIT INSTRUCTION PACKET

Required Submittal Documents for all **New Commercial Building/Addition Permit Projects**:

- Pre-Application Meeting
- Permit Application
- Completed Guarantee of Payment Agreement
- Site Plan
- Grading Plan
- Sediment/Erosion Control Plan
- Engineering Reports
- Site Utility plan
- Floor Plans
- MEP Plans
- Building Elevations
- Landscaping Plan
- Structural Plans
- Sprinkler Plans/Calculations
- Department of Natural Resources (DNR) Permits

Three (3) Complete Drawing Sets are required for each Submittal and an **electronic copy** of the Complete Drawing Set for each Submittal.

The Community Development Department administers the acceptance, review, issuance, and inspection of all commercial structures within the city limits of Republic. The **Technical Review Team (TRT)** comprised of Staff Members of the Community Development Department, Fire Department, Public Works Department, and Consultants, review all Commercial Building Permits for compliance with applicable **City Codes** and the adopted **International Code Council's (ICC) Building Codes**.

The Technical Review Team (TRT) conducts all Commercial Building Permit Application reviews with urgency and in accordance with the **City's Mission, Vision, and Values**. The TRT Project Manager will issue a Submittal Review Letter to the Applicant and the Applicant's Registered Design Professional for all Submittals; the Project Manager serves as the centralized point of contact throughout the permitting of the project.

First Submittal Review: Up to ten (10) Business Days

Resubmittals: Up to five (5) Business Days

Republic BUILDS
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