Documentation of Findings for Priority Permit Application Processing

This form shall accompany all requests for priority processing of permit applications. A copy shall be maintained in the office of the Deputy Director for Permit Services, a copy shall accompany the permit application, and a copy shall be recorded as a permit document.

Note: Boldface items are to be completed by the Permit Applicant.

Received Date: __________________________ Time: __________________________

Permit Application #: __________________________

Property Address: __________________________

Block and Lot: ________/_______ Occupancy Group: _____________ Use: ________________

Description of Proposed Work

__________________________________________________________

I hereby declare that the information provided is accurate to the best of my knowledge and that I intend to undertake and complete the project described herein in compliance with the requirements for Priority Permit Processing detailed in DB/ Administrative Bulletin AB-004.

Signature of Applicant __________________________ Date __________________________

Print Name of Applicant __________________________ Phone Number __________________________

Findings/Basis for Priority Permit Review (based on AB-004)
Case A, Case B, Other (circle one) Item # __________________________

Comments/Findings: __________________________________________________________________________

____________________________________________________________________________________________

____________________________________________________________________________________________

____________________________________________________________________________________________

Approved by: __________________________

Signature of DBI Supervisor or Manager __________________________ Date __________________________

Print Name and Title __________________________ Date __________________________