



Please complete the intake information below. This information will be used for all permitting and final documentation. Please notify our office of any changes after permitting so the final compliance documents are correct.

**Municipality** – \_\_\_\_\_

**New Project**  
**Renovation/Alteration**  
**Addition**

**Client/Agent Information** –

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

Company: \_\_\_\_\_

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

Street

\_\_\_\_\_

City, State, & Zip

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Billing Information** –

*Check if same as client information*

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

Company: \_\_\_\_\_

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

Street

\_\_\_\_\_

City, State, & Zip

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Site Information** –

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

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

Street

\_\_\_\_\_

City, State, & Zip

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Builder Information** – ( If available )

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

Company: \_\_\_\_\_

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

Street

\_\_\_\_\_

City, State, & Zip

Phone: \_\_\_\_\_

Email: \_\_\_\_\_