



## COMMERCIAL/INDUSTRIAL TENANT FINISH & REMODEL FEE ESTIMATE – REQUIRED INFORMATION

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Due to all of the variables involved in building permit fees, the following information is necessary for the Town to provide an accurate estimate.

*Please note that this sheet must be completed for each individual building.*

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

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

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

Street Address and Legal Description (subdivision, lot, block) of property:

\_\_\_\_\_  
\_\_\_\_\_

Valuation of materials + labor + profit (*this does not include land cost*):

Construction: \_\_\_\_\_ Electrical: \_\_\_\_\_

Square footage of:

Lot: \_\_\_\_\_ Building: \_\_\_\_\_ Unit Space: \_\_\_\_\_

Proposed use (*what type of business*): \_\_\_\_\_

Number of employees: \_\_\_\_\_

Previous Tenant (*if applicable*): \_\_\_\_\_

In the case of a manufacturing plant, breakdown the square footage of the building devoted to manufacturing and to office/administrative functions:

\_\_\_\_\_

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**Date Submitted to Town**  
(*completed by applicant*)

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**Date Received by Town**  
(*completed by Town*)

Send completed forms to the Town's Permit Technician, Robin Volner at [rvolner@windsorgov.com](mailto:rvolner@windsorgov.com).  
For questions: (970) 674-2436.