



NOTICE OF INTENT TO ROUGH FRAME

Planning, Building and
Code Enforcement

NOTICE OF INTENT TO:

- REMOVE INTERIOR NON-RESIDENTIAL PARTITIONS
- INSTALL INTERIOR NON-RESIDENTIAL ROUGH FRAMING

Applicant: _____

Project Name: _____

Address: _____

Approval of this NOTICE OF INTENT is contingent upon the owner and architect/designer acknowledging and accepting to the following:

1. The scope of this notice is removal of non-load bearing, non-rated interior partitions only.
2. Fees must be paid prior to this approval.
3. Submit plans showing the scope of removal and proposed improvement. Add to the instructions how to submit plans.
4. Rough frame includes wall studs, sills, plates, authorized mechanical, electrical and plumbing systems, and wall covering on one side only; and shall be installed only in areas designated as Group B & M Occupancies.
5. No inspections shall be requested nor authorized until after all permits are obtained (Building, Plumbing, Electrical and Mechanical, where applicable). All inspections are to be done only by the City Inspectors after permits are issued.
6. Owner assumes responsibility for the rough frame construction and shall make all changes necessary to conform to the final approved tenant improvement plans.
7. The installation of any material which will cover or conceal framing members, authorized electrical, plumbing, or mechanical systems will result in a) the revocation of this approval, b) the issuance of a stop work order, and c) a special investigation with special investigation fees required under the provisions of Section 24.02.440 of the adopted Technical Codes ordinance No. 28166

NOTE: This plan is neither checked nor approved. Installation of rough frame is done so at owner's risk.

A COPY OF THIS NOTICE MUST BE POSTED AT THE JOB SITE IN A VISIBLE LOCATION

4 copies: 1 - Applicant 2 - Permit file 3 - Plan reviewer 4 - Inspector

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CONTACT INFORMATION

OWNER:	Name:	
	Phone:	Email:
	Signature:	Date:

ARCH. OR ENGR (MUST STAMP AND SIGN):	Name:	
	Phone:	Email:
	Signature:	Date:

CONTRACTOR:	Name:	
	Phone:	Email:
	Signature:	Date:

APPROVED BY: BUILDING OFFICIAL	Name:	
	Phone:	Email:
	Signature:	Date:

For digital signature instructions, see [Digital Forms and Signatures](#).