

# REQUEST FOR APPROVAL TO BUILD

Date: \_\_\_\_\_

Person completing the form: \_\_\_\_\_

**This form is to be completed by the church which is planning to build a structure, add to an existing structure, do major remodeling, or construct a site amenity such as a parking lot or recreational area. All applicable parts of this form should be completed and returned to the District Board of Church Properties.**

## **STEP ONE—APPROVAL INFORMATION**

1. Church requesting permission to build \_\_\_\_\_

2. Describe type of construction proposed:

- a. Church building \_\_\_\_\_
- b. Educational building \_\_\_\_\_
- c. Combined church and educational building \_\_\_\_\_
- d. Recreational building \_\_\_\_\_
- e. Minister's residence \_\_\_\_\_
- f. Garage \_\_\_\_\_
- g. Shop \_\_\_\_\_
- h. Prefab classroom \_\_\_\_\_
- i. Site work \_\_\_\_\_
- j. Paving/Parking \_\_\_\_\_
- k. Recreational (outdoors) \_\_\_\_\_
- l. Other \_\_\_\_\_

3. How will this new construction be used? \_\_\_\_\_  
\_\_\_\_\_

4. Architect / Engineer

- a. Have you interviewed and selected a registered architect/engineer or other professional?  
\_\_\_\_\_
- b. Attach resume of professional and copy of proposed contract. Approval of the contract is required prior to signing the agreement. This contract is considered part of the building program.
- c. If you are not employing a professional, please explain. \_\_\_\_\_  
\_\_\_\_\_
- d. What similar projects has the professional successfully completed? Attach list. Are these in your budget range? \_\_\_\_\_

- e. Have you checked with the owners concerning the architect's services? \_\_\_\_\_
  - f. Will your architect/engineer provide plans and specifications for competitive bidding? \_\_\_\_\_  
If not, explain on a separate page.
  - g. Will architect/engineer provide services during construction? \_\_\_\_\_
  - h. Does the architect carry errors and omissions liability insurance to protect you? \_\_\_\_\_
5. Where will you build? \_\_\_\_\_
  6. What is the size of the building lot? \_\_\_\_\_ front footage? \_\_\_\_\_
  7. Attach a survey of the site including topography and utilities location. How far below the surface is the (a) ground water? \_\_\_\_\_ feet (b) rock? \_\_\_\_\_ feet.
  8. Will you have at least two test pits or soil borings made before proceeding with the design? \_\_\_\_\_ for your architect/engineer to evaluate? \_\_\_\_\_
  9. Have you checked and know that your proposed building is allowed by local zoning? \_\_\_\_\_
  10. What are setbacks, parking required, fire zone, code? \_\_\_\_\_  
\_\_\_\_\_
  11. Will it be necessary to borrow money? Yes\_\_\_ No\_\_\_ If so, how much? \$\_\_\_\_\_
- At what percent interest? \_\_\_\_\_% For how long? \_\_\_\_\_ (estimate amounts)
- At what monthly payment? \$\_\_\_\_\_ (Attach "Request for Approval to Borrow Money.")

**SUBMIT THE ABOVE INFORMATION FOR STEP ONE APPROVAL.**

Date: \_\_\_\_\_ Person completing the form: \_\_\_\_\_

Church requesting permission to build \_\_\_\_\_

**STEP TWO—SCHEMATIC INFORMATION**

1. Supply complete schematic drawings. Describe the project fully with outline specifications.

Make sure answers are included to the following:

a. What are the exterior building dimensions? \_\_\_\_\_

b. How many floors or levels? \_\_\_\_\_

c. What is the total space in square feet? \_\_\_\_\_

d. What type of construction? (Code requirements) \_\_\_\_\_

(1) Foundation: Attach soil information and tests.

(a) Materials: reinforced concrete \_\_\_\_\_ concrete block \_\_\_\_\_ other \_\_\_\_\_

(describe on separate page)

(b) Type: basement \_\_\_\_\_ slab on grade \_\_\_\_\_ crawl space \_\_\_\_\_

(c) Depth of bottom of footing below new finished grade: feet \_\_\_\_\_ inches \_\_\_\_\_

(2) Superstructure:

(a) Framework: freestanding \_\_\_\_\_ wall-bearing \_\_\_\_\_

Materials: structural steel \_\_\_\_\_ reinforced concrete \_\_\_\_\_ timber \_\_\_\_\_

(b) Walls: Exterior

Type: load-bearing \_\_\_\_\_ non-load-bearing \_\_\_\_\_ curtain (panel) wall \_\_\_\_\_

Materials: frame \_\_\_\_\_ reinforced concrete \_\_\_\_\_ masonry \_\_\_\_\_

prefab metal and glass \_\_\_\_\_ other \_\_\_\_\_

(c) Walls: Interior

Type: load-bearing \_\_\_\_\_ non-load-bearing \_\_\_\_\_ portable \_\_\_\_\_

folding \_\_\_\_\_ other \_\_\_\_\_

(d) Floor(s):

Materials: reinforced concrete on steel joists \_\_\_\_\_ wood on timber joists \_\_\_\_\_

other \_\_\_\_\_ (describe on separate page)

(e) Windows and doors: (describe) \_\_\_\_\_

(f) Roof(s):

Type: flat \_\_\_\_\_ sloped \_\_\_\_\_

Materials: reinforced concrete \_\_\_\_\_ wood \_\_\_\_\_ other \_\_\_\_\_

Roofing: built-up \_\_\_\_\_ shingles \_\_\_\_\_ other \_\_\_\_\_

(g) Heating, ventilation, and air conditioning

Heat: steam \_\_\_\_\_ hot water \_\_\_\_\_ forced, hot air \_\_\_\_\_ other \_\_\_\_\_  
Fuel: oil \_\_\_\_\_ gas \_\_\_\_\_ coal \_\_\_\_\_ solar \_\_\_\_\_ electric \_\_\_\_\_  
Air conditioning: central \_\_\_\_\_ wall/window units \_\_\_\_\_ none \_\_\_\_\_

(h) Plumbing:

Water lines: copper/brass \_\_\_\_\_ steel \_\_\_\_\_ plastic \_\_\_\_\_  
Drain (soil) lines: copper/brass \_\_\_\_\_ cast iron \_\_\_\_\_ plastic \_\_\_\_\_ other \_\_\_\_\_

(i) Electrical service:

Amperes: 1,000 \_\_\_\_\_ 800 \_\_\_\_\_ 500 \_\_\_\_\_ 300 \_\_\_\_\_ 200 \_\_\_\_\_  
other \_\_\_\_\_

Phase: single \_\_\_\_\_ three \_\_\_\_\_

(j) Fire sprinklers: yes \_\_\_\_\_ no \_\_\_\_\_

2. Provide update of financial planning, fund raising information, and loan source.
3. Describe plans for contracting the construction.

**SUBMIT THIS FORM FOR (STEP TWO) SCHEMATIC APPROVAL.**

Date: \_\_\_\_\_ Person completing the form: \_\_\_\_\_

Church requesting permission to build \_\_\_\_\_

**STEP THREE —FINAL APPROVAL**

1. Submit financial construction documents (plans and specifications), along with an updated cost estimate.

2. What are the anticipated dates for beginning of construction and for completion?

\_\_\_\_\_ Beginning date \_\_\_\_\_ Completion Date

3. Who will build the building? \_\_\_\_\_

(a) Attach information on builder.

(b) Method of contracting: competitive bid \_\_\_\_\_ negotiation \_\_\_\_\_

construction management \_\_\_\_\_ other \_\_\_\_\_

(Describe) \_\_\_\_\_

(c) Will any work be done by volunteers? \_\_\_\_\_ What percent? \_\_\_\_\_ %

(d) What is the proposed cost? \_\_\_\_\_ Will contractor be bonded? \_\_\_\_\_

(e) Will the contractor's price include state sales tax for the purchase of building materials? \_\_\_\_\_ (If so, these taxes should be eliminated and the contract price reduced since your church is a tax-exempt institution.)

4. Attach complete data on final financial arrangements, updated financial form, and request to borrow.

5. Have you checked and know that your proposed building plans will meet local, state, and federal building, plumbing, fire, safety, health, and environmental codes and zoning? \_\_\_\_\_

4. Have the building and fire officials approved the plans for a building permit? \_\_\_\_\_

6. How do you plan to furnish the building? \_\_\_\_\_

\_\_\_\_\_ How much will this cost? \_\_\_\_\_ Is this a firm price? \_\_\_\_\_

7. Have you considered the move in costs and increased utility and maintenance expenses? \_\_\_\_\_

**SUBMIT THE ABOVE FOR FINAL APPROVAL.**