



*Dedicated to building a desirable,
resilient and safe community*



Community Development Department

Frisco Town Hall * 1 Main Street

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Email: info@townoffrisco.com

<http://www.frisco.gov/>

Office Hours: Monday – Friday 8:00 a.m. to
5:00 p.m.

TENANT FINISH APPLICATION

General Explanation

A tenant finish is an interior only change to the floor plan of a structure, both residential and commercial, including but not limited to an addition of a bedroom, garage conversion, addition of kitchens, or a change in use. Applications are administratively reviewed and approval is required.

Application Materials

1. Application Form

Include the name and address of the current owner. If applicant is not the owner, a statement by the owner consenting to this application must be submitted with the application.

2. Application Fee

\$50 non-refundable fee submitted with the application.

3. Floor Plan

Provide 1 copy which includes present and proposed walls, windows, doors, stairs, lighting, bedrooms, balconies, attached decks, and patios with interior access. Also indicate the type, location, and number of any proposed certified solid fuel burning devices & submit evidence that the device has been certified by the Colorado Department of Health.

4. Site Plan

Provide 1 copy of a drawing of the lot showing the location of existing parking if additional bedrooms are proposed or change of use. Drawings must be at a scale of no smaller than 1"=20'.



TENANT FINISH APPLICATION

Applicant Information:

For Office Use Only

File Number: Application Fee Paid:

Approved Disapproved Date:

Owner Name	Phone Number
Mailing Address	Email
Applicant Name (if different than owner)	Phone Number
Mailing Address	Email

Project Location:

Project Street Address	Lot	Block
Subdivision Name		

Briefly describe the proposed project and any change in the use of the property:

CERTIFICATION

I, the undersigned, authorize the Community Development Department to proceed with processing this application under the requirements set by the Town of Frisco Zoning Ordinance and other pertaining town codes. The accuracy of this information is the responsibility of the applicant and any improper notification caused by incorrect information can result in delayed processing of this application. Only complete applications will receive consideration for approval.

- A statement by the owner(s) with the owner's signature consenting to this application must be submitted with the application if applicant is different than the owner.

Applicant Name (Please Print)	Title
Applicant Signature	Date