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| **Physical Plant** |
| 1. **Identification of Applicant**a. Applicant’s Name: Click or tap here to enter text. |
| b. Applicant’s Address: Click or tap here to enter text.  |
| 2. **Property Information**1. Address of Proposed Premises: Click or tap here to enter text.

 1. Owner of Premises:

 Name: Click or tap here to enter text.  Address: Click or tap here to enter text. | 3. **For Leased Property**1. Term of Lease Agreement: Click or tap here to enter text.
2. Effective Date of Lease: Click or tap here to enter text.
3. Is Lease Renewable: [ ] YES [ ]  NO
4. Annual Rental Cost per Sq. Ft.

 $Click or tap here to enter text.  |
| 1. Approximate Size of Property

 Click or tap here to enter text.Sq. Ft. | 1. Estimated Total Rental Cost per year:

 $Click or tap here to enter text. |
| d.Building Size:1. Number of Floors: Click or tap here to enter text.
2. Total Sq. Ft. in Building: Click or tap here to enter text.Sq. Ft
3. Identify Floors to be Used: Click or tap here to enter text.
4. Amount of Space to be Used: Click or tap here to enter text. Sq. Ft.
 | 1. Estimated Applicant’s Cost for Capital Improvement:

 $Click or tap here to enter text.1. Applicant’s Method of Financing Capital Costs:

[ ]  Included in Lease Agreement[ ] Applicant’s Cash Investment [ ]  Other (specify): Click or tap here to enter text.1. Attach Copy of Proposed Lease
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| 1. **Office Space** - Submit plan showing room arrangement, dimensions, and proposed use of rooms and space. Describe proposed renovations if applicable.
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| 1. **Certificate of Occupancy** - Submit a Certificate of Occupancy or equivalent document from local buildings jurisdiction.
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| 1. **Readiness Review** - complete a site visit by OMH Field Office staff prior to issuance of an operating certificate..
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