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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 |
| 1. **Office Space** - Submit plan showing room arrangement, dimensions, and proposed use of rooms and space. Describe proposed renovations if applicable. | |
| 1. **Certificate of Occupancy** - Submit a Certificate of Occupancy or equivalent document from local buildings jurisdiction. | |
| 1. **Readiness Review** - complete a site visit by OMH Field Office staff prior to issuance of an operating certificate.. | |