N.W.O. DISTRICT CHURCH OF THE NAZARENE

REQUEST FOR APPROVAL TO BUILD

Date: _____

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 in compliance with the latest church *Manual* provisions.

STEP ONE - APPROVAL INFORMATION

I. The name of the church requesting permission to b	uild	
2. Describe type of construction proposed:	City	State
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. Sitework		
j. Paving/parking		
k. Recreational (outdoors)		
I. Other		
3. How will this new construction be used? Attach a	copy of the planning questionr	naire in "First Decisions

Section" with all applicable questions answered.

4. a. Have you interviewed and selected a registered architect/engineer or other professional? _____

b. Attach resume 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?______

Will your architect/engineer provide plans and specifications for competitive bidding? _____If not, explain on a separate page.

Will services during construction be furnished?

Does your architect carry errors and omissions liability insurance to protect you? \$_____

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.	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 blockother(describe of	n			
	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 steele reinforced concrete timber				
(b) Walls: Exterior:					
	Type: load-bearingnon-load-bearing curtain (panel) wall				
	Materials: frame reinforced concretemasonry				
	Prefab metal and glassother				
(c) Walls: interior:					
Type: load bearingnon-load-bearing portable					
	Materials: wood studssteel studsplastered dry wall				
	Paneled other				
	(d) Floor(s):				
Materials: reinforced concrete on steel joistswood on timber joists		-			
Other (describe on separate page)					

(e) Windows and doors - describe				
(f)	Roof(s):				
	Type: flatslope	d			
	Materials: reinforced concrete	wood	other		
	Roofing: built-upshingl	les other			
(g)	Heating, ventilation, and air condit	ioning:			
	Heat: steam hot water	forced, hot air			
	Other				
	Fuel: oilgas	coal solar	other		
	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) I	Electrical service:				
	Amperes: 1,000800		200		
	Other			-	
	Phase: single three _				
(j)	Fire sprinklers: yes no				
2. Update financial data, fund raising, loan source.					
3. Desc	ribe plans for construction contract	ing.			

Submit for schematic approval.

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?

Start Date Completion 3. Who will build the building? ______ Attach information on builder. Method of contracting: competitive bid _____ negotiation_____ construction management _____other____ (See construction and contracting section.) Will any work be done by volunteers? _____ What percent? _____% What is the proposed cost? _____ Will contractor be bonded? _____ Will the contractor's price include sales tax for the purchase of building materials? _____(If so, they should be eliminated and the contract price reduced if the law makes your church a tax-exempt institution.) 4. Attach complete data on final financial arrangements, updated financial form, and request to borrow. (See Finances section) 5. Have you checked and know that your proposed building plans will meet local, state, and federal building, plumbing, fire, safety, health, and environment codes and zoning? Yes _____ No _____ Have the building and fire officials approved the plans for a building permit? Yes _____ No _____

6. How do you plan to furnish the building? _____

7. Have you considered the move in costs and increased utility and maintenance costs? (See Finances section.)

Submit above for final approval.

Request to Build

APPROVAL FORM

See the Milestone Chart in Section 9, Building Program Procedures, for times to submit information to the district church authority. Use this form as a record of official actions.

STEP ONE--PRELIMINARY APPROVAL

A. Please record the vote of the church board for recommending this project to the district for preliminary approval.

Date of board vote: _____ Number of ballots cast: Yes ____ No ____

Church Board Secretary

Pastor

Date

B. Preliminary approval is hereby given to proceed with planning and schematics, and to investigate financial possibilities.

Secretary, District Board of Church Properties

The district Board of Church Properties may want to visit the site of any new construction prior to considering this application.

STEP TWO - SCHEMATIC APPROVAL

A. Please record the vote of the church board for recommending this project to the church membership (plans and cost.)

Date of board vote: _____Number of ballots cast: Yes _____No _____

B. Please record the church membership vote on the above plans.

Date of membership vote: _____ Total number of ballots cast: _____

Number of ballots cast: Yes _____ No _____

C. When is the earliest date that you could set to have the District Board of Church Properties meet with you

to review preliminary (schematic) sketches of your building plans, cost proposals, and finance plans?

______ 20____ 20____

D. Schematic approval is given for preparation of construction documents.

STEP THREE - FINAL APPROVAL

A. Approval is hereby given to the	Church to build, according to
the plans and cost, with the following alterations:	
Signed	Date
B. Final approval for the above is hereby given.	
Signed District Superintendent	Date