

Date \_\_\_\_\_

This application is made to do minor remodeling.

NOTE: If major remodeling or addition is to be made, the form "Request to Build" should be used with information added on the existing building.

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

Address \_\_\_\_\_

2. Describe the remodeling work to be done. How will it affect the present building? (Attach drawings showing complete existing plan and the remodeled areas.) \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

4. a. Will you secure the service of a registered architect or engineer? \_\_\_\_\_

b. Who? \_\_\_\_\_

c. What similar projects has the professional successfully completed? \_\_\_\_\_

d. What will the fee be? Both percent \_\_\_\_\_% and actual \_\_\_\_\_

e. Will your architect/engineer provide plans and specifications for competitive bidding? \_\_\_\_\_

Will he serve you during construction? \_\_\_\_\_

(Where applicable include this information.)

**Foundation and Structure**

If additional load is being added, has the foundation and structure been checked for load-carrying capacity?

Yes \_\_\_ No \_\_\_

**Walls--Interior** (existing and new)

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

Materials: wood studs \_\_\_\_\_ steel studs \_\_\_\_\_ plastered \_\_\_\_\_ dry wall \_\_\_\_\_ paneled \_\_\_\_\_ other \_\_\_\_\_

**Floor Covering**

Materials: \_\_\_\_\_

**Heating, Ventilation, and Air Conditioning**

Describe changes and include a plan. Will the existing system work well for the revised areas?

**Plumbing**

Show changes and describe.

**Electrical Service and Lighting**

Show plans and describe.

**Sprinklers**

Yes \_\_\_ No \_\_\_

5. Have you checked and know that your proposed building is within local, state, and federal building, plumbing, fire, safety, health, and environmental codes and zoning? Yes \_\_\_ No \_\_\_

6. Who will be the contractor? \_\_\_\_\_  
 How will the contractor be selected? Competitive bid \_\_\_\_\_ recommendation \_\_\_\_\_  
 Will any work be done by volunteers? \_\_\_\_\_ What percent? \_\_\_\_\_
7. What is the proposed cost? \_\_\_\_\_ Will this be a firm price? \_\_\_\_\_
8. Will it be necessary to borrow money? \_\_\_\_\_ (Fill our "Request for Approval to Borrow Money" form.)
9. How do you plan to furnish the building? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- How much will this cost? \_\_\_\_\_ Is this a firm price? \_\_\_\_\_

**REQUEST TO REMODEL  
 APPROVAL FORM**

A. Please record the vote of the church board for recommending this project to the church membership.

Date of board vote: \_\_\_\_\_ Number of ballots cast: Yes \_\_\_\_\_ No \_\_\_\_\_  
 Signed: \_\_\_\_\_

Church Secretary

Pastor

B. When is the earliest date you could set to have the District Board of Church Properties meet with you to review preliminary (schematic) sketches of your building plans, costs of proposals, and finance plans?

\_\_\_\_\_, 20\_\_\_\_  
 \_\_\_\_\_, \_\_\_\_\_  
 Month Day

The District Board of Church Properties will want to visit the premises for any new, major remodeling prior to considering this application.

C. Please return this application to the district superintendent for approval of the District Board of Church Properties.

***Approval of District Board of Church Properties***

D. Approval is hereby given to the \_\_\_\_\_ Church to remodel, according to the above plans, with the following alterations: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signed: \_\_\_\_\_, Secretary of District Board of Church Properties

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

Date of membership vote: \_\_\_\_\_ Number of ballots cast: Yes \_\_\_\_\_ No \_\_\_\_\_

Church Secretary

Pastor

F. Please return this to the district superintendent.

G. What are the anticipated dates for the beginning of construction and completion? \_\_\_\_\_  
 \_\_\_\_\_

H. Final approval for the above proposal is hereby given.

Signed \_\_\_\_\_ Date \_\_\_\_\_

District Superintendent