



**BUILDING DEPARTMENT
BATCH PROCESS NUMBER FORM**

PAGE ____ OF ____

BATCH NUMBER: _____

ENTER ALL APPLICATIONS SUBMITTED WITH THIS BATCH

JOB ADDRESS	LOT/BLOCK	MODEL #	PERMIT NO.	MASTER MODEL PROCESS/PERMIT NO.	PROCESS NO. ISSUED

For Office Use Only			
Date Received: _____	Time Received: _____	Received By (Initials) _____	Processed No. Issued Date: _____
Processed By (Initials): _____	Comments: _____		
Upfront Fee Collected \$ _____	Transaction Slip No. _____	Transaction Slip & Batch Process Form E-mailed/Faxed Date: _____	
Supervisor: _____			



BUILDING DEPARTMENT
BATCH PROCESS NUMBER FORM

PAGE 1 OF _____

BATCH NUMBER (ASSIGNED BY BUILDING DEPARTMENT): _____

PROJECT NAME: _____

BATCH TYPE: PLEASE SELECT ONE PER BATCH PROCESS FORM

- Master Models
- Typicals
- Revisions
- Shop Drawing – Specify Type (Example: Stairs, Railings, Trusses, etc.) _____
- Sub Permits – Specify Type (Example: Roofing, Plumbing, etc.) _____

Person Submitting Request:

Print Name: _____

Company Name: _____

Phone No.: _____ Fax No.: _____

E-mail: _____

*(Required) Applicant/Owner Contact Name, Phone, and E-mail:

Contact Person (If not same as above):

NOTE: PLEASE INCLUDE THE BATCH NUMBER PROVIDED TO YOU FOR ALL FUTURE INQUIRIES OR CORRESPONDENCE ON STATUS OF THIS BATCH PROCESS REQUEST.

NOTE: THE BUILDING DEPARTMENT WILL PROCESS ALL BATCH REQUESTS EXPEDICIOUSLY DEPENDENT ON THE VOLUME OF BATCH REQUESTS AND AVAILABILITY OF STAFF.

I, _____, AM HEREBY REQUESTING THAT THE ATTACHED BATCH REQUEST OF APPLICATIONS FOR THE PURPOSE OF OBTAINING A PROCESS NUMBER FOR EACH APPLICATION HAVE BEEN RECEIVED BY THE BUILDING DEPARTMENT ON _____.

SIGNATURE OF PERSON SUBMITTING REQUEST

DATE