



Business Incentive Program Application*

City of Troutdale
104 SE Kibling Avenue
Troutdale, OR 97060

Date: _____

Application Information:

Name _____

Mailing address _____

Phone number _____

E-mail address _____

Business name: _____

Website (if any) _____

Site address of vacant space to be occupied: _____

Square footage of vacant space to be occupied: _____

Length of time the space has been vacant: _____

Do not write below this line

Staff Review:

- Building space being occupied has been vacant at least 90 days.
Property is designated commercial or industrial and is not part of Columbia Gorge Premium Outlets.
Building space was finished on or before March 31, 2010.
Business is not currently located in Troutdale; or, if located in Troutdale, it is:
Expanding into adjacent vacant commercial building space that increases its square footage by at least 10%.
Opening a new satellite location.
Relocating to a new site and is increasing its square footage by at least 10%.
Building permits for tenant improvements are required.

Disqualifying Conditions: The business does not qualify if any of the following apply:

- Excludes minors at all hours of the day.
Expanding its building space by new construction.
Converting residential building space to commercial space.
Tenant improvement (TI) construction did not commence within 30 days of initial TI building permit issuance.
Permanent Certificate of Occupancy was not obtained within 180 days of initial TI building permit issuance.

Fee waiver approved. Fee waiver denied. Participation agreement signed.

Building Official signature: _____ Date: _____

* Pursuant to Resolution No. 2115, adopted June 14, 2011.

For Staff Use Only:

Fee Information:

Business Name _____

Site address of commercial building or tenant space _____

Square footage of vacant space _____

Length of time the space has been vacant _____

<u>Applicable Fee or Charge</u> (Check those that apply to this business)	<u>Amount of Fee</u>
<input type="checkbox"/> Sign Permits	_____
<input type="checkbox"/> Land use review	_____
<input type="checkbox"/> Structural Permits	_____
<input type="checkbox"/> Electrical Permits	_____
<input type="checkbox"/> Plumbing Permits	_____
<input type="checkbox"/> Mechanical Permits	_____
<input type="checkbox"/> Plan Review	_____
<input type="checkbox"/> Transportation SDC	_____
<input type="checkbox"/> Sewer SDC	_____
<input type="checkbox"/> Water SDC	_____
<input type="checkbox"/> Stormwater SDC	_____
<input type="checkbox"/> Public Works Permit	_____
<input type="checkbox"/> Engineering Plan Review	_____
Total of all fees	\$ _____
Maximum Subsidy	\$ <u>5,000.00</u>
Amount to be Subsidized	\$ _____

Fee subsidy reviewed and approved by the Building Official:

Building Official signature: _____ Date: _____