100 Kelly Avenue
Oak Hill, WV 25901
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Mailing Address
P.O. Box 1245
Oak Hill, WV 25901
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COMMERCIAL BUILDING ASSESSMENT PROGRAM APPLICATION FORM

Building Owner Information

Owner Name: _____ Mailing Address: _____

Phone Number: _____ E-mail Address: _____

Building Details

Physical Address of Building: _____

Building Type:

☐ Multi-Family Residential ☐ Office ☐ Retail ☐ Hotel ☐ Special-Purpose ☐ Industrial
☐ Other (Describe): _____

Approximate Building Size (Sq. Ft.): _____

Number of Floors/Levels: _____ Year Built: _____

Describe the reason for requesting the engineering assessment. (Example – consideration of selling the building, maintenance, renovations, safety concerns, etc.) The answer you provide will not qualify/disqualify you from the program. It simply serves to help us better understand how this request will benefit the building owner.

_____

_____

Briefly describe any specific areas of concern or known issues.

_____

_____

Are there any accessibility or safety concerns for which the assessors need to be aware? ☐ Yes ☐ No
If "Yes", describe: _____

_____

Are there any specific areas of the building that should be avoided during the assessment? ☐ Yes ☐ No
If "Yes", describe: _____

_____

Suggested dates and times that are most convenient for the assessment to take place:

_____

_____

Please list any additional information you'd like to provide.

_____

_____

_____

By signing below, I acknowledge that I am the owner of the commercial building located within the City of Oak Hill that is described above. I understand that by completing this form, I am not agreeing to an engineering assessment. I understand that this from will be used by the City of Oak Hill and Chapman Engineering Firm to create an estimate for an engineering assessment. I understand that once the estimate is completed, I will have the opportunity to accept or reject. I understand that no engineering assessment will take place until I have agreed with the estimate that will be provided to me.

_____ _____

Building Owner Signature Date