



# Finish-Out/Lease Space Questionnaire

Freeport Fire & EMS  
Office of the Fire Marshal  
131 East Fourth St.  
Freeport, Texas 77541  
979-233-2111

Date of application \_\_\_\_/\_\_\_\_/\_\_\_\_  
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This application is intended to expedite the Fire Department plan review process with regards to new and existing alterations/tenant finish-out/lease spaces. In order to complete your space plan review, it is important that you complete this questionnaire in full. Failure to provide any of the information may result in a delay of the plan review and/or the rejection of the submittal.

This questionnaire must accompany the application for building permit to the Building Department and Fire Department.

## Tenant Information

Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Address: \_\_\_\_\_  
Street Address \_\_\_\_\_ Suite No. \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

Square Footage: \_\_\_\_\_

*Contact person will be notified via e-mail when plan review is complete*

## Requested Plan Review Information – For Help Filling Out The Form, Please Contact 979-233-2111

Briefly describe the nature of your business: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe **ALL** the materials that you propose to store within the warehouse portion of the occupancy: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate the total amounts of **ALL** products that listed above: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How are these materials packaged:  
Cartoned Boxes:  Encapsulated:   
Un-Cartoned Boxes:  Non-Encapsulated:   
Exposed:  Pallets:

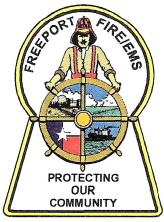
How are these materials, as packaged, stored:  
Floor Piles  Racks < 12 ft. in height   
Pallets:  Racks > 12 ft. in height

Please indicate the proposed height of the top of storage: \_\_\_\_\_

Type of material(s) in which the products are stored: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I assure that all information reflected therein is accurate:**

\_\_\_\_\_  
Signature of Applicant



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Use the space provided below to indicate the proposed layout and configuration of the lease space/warehouse space. Please indicate the locations of all racks/storage areas, if applicable. In addition, please indicate the height of storage.

## Tenant Finish-Out/Lease Space Plan

Scale \_\_\_\_\_

## Additional Information

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**PROVIDE A HIGH-PILED RACK STORAGE PLAN WHENEVER STORAGE HEIGHTS ARE TO EXCEED 12 FT.**