



Commercial/Retail Tenant Request for Approval of Alterations

Name of Tenant: _____ Phone Number: _____

Address: _____

Please submit this form to the Daylight Properties office prior to beginning any alteration of your space. Provide specific details of the work to be done in the space, use additional paper if necessary. All work must be done by a licensed, bonded and insured contractor. Any building plans submitted to the City of Bellingham, must be provided to Daylight Properties within 5 business days.

Painting (provide swatches): _____

Flooring: _____

HVAC: _____

Lighting: _____

Electrical: _____

Windows: _____

Doors: _____

Interior walls or partitions: _____

Ceiling: _____

Start Date of alterations: _____ Date alterations to be completed: _____

Approved by Daylight Properties: Y or N Authorized By: _____

Plans Submitted to City of Bellingham: Y or N Signature: _____

Plans Submitted to Daylight Properties: Y or N Date: _____

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