**REQUEST FOR PERMISSION TO BUILD OR REMODEL**

North Central Ohio District Church of the Nazarene Properties Board

Church: Click or tap here to enter text. Date: Click or tap here to enter text.

This request is made in compliance with paragraph 103-104.3, Manual, Church of the Nazarene.

1. The Click or tap here to enter text. Church of the Nazarene requests permission from the NCO District Church of the Nazarene Properties Board to:

 a.[ ]  Build a new edifice

 b.[ ]  Remodel an existing edifice

1. Briefly describe the type of building or remodeling. Click or tap here to enter text.
2. How will this new construction or remodeling be used? Click or tap here to enter text.
3. Have you secured the services of an architect? [ ]  Yes [ ]  No

 If yes, who? Click or tap here to enter text..

1. If new construction, where will it be built? Click or tap here to enter text.
2. What are the exterior dimensions? Click or tap here to enter text.
	1. How many floors or levels? Click or tap here to enter text.
	2. What is the total space in square feet? Click or tap here to enter text.
	3. What type of construction? Click or tap here to enter text.
3. Have you checked and do you know that your proposed building, or remodeling, is within the limits of the building and zoning codes for your town or city? [ ]  Yes [ ]  No
4. Who is the proposed contractor?Click or tap here to enter text..
	1. Will any of the work be done by volunteer labor? [ ]  Yes [ ]  No
	2. If “yes”, please explain: Click or tap here to enter text.
5. What is the proposed cost? $ .
6. Will it be necessary to borrow money? [ ]  Yes [ ]  No. If “yes”, how much? $Click or tap here to enter text.
7. How do you plan to furnish the building? Click or tap here to enter text.
8. Please record the action of the local church board to approve this proposal pending district approval:
	1. Date of the vote: Click or tap here to enter text.
	2. Total number of Board Members:Click or tap here to enter text.
	3. Total Board Members Present: Click or tap here to enter text.
	4. Total ballots cast:Click or tap here to enter text.
	5. Number of “Yes” votes: Click or tap here to enter text.
	6. Number of “No” votes: Click or tap here to enter text.
9. The District Properties Board may wish to visit the premises for any new construction or major remodeling. When is the earliest date that you could set to have the District Properties Board meet with you to review building plans, cost proposals, and finance plans? Click or tap here to enter text.

**At this point, return this form to the District Superintendent for the approval of the Properties Board.**

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1. Subject to the vote of the local church membership, approval is hereby given to the Click or tap here to enter text. Church of the Nazarene to build or remodel according to the above plans, with the following alterations: Click or tap here to enter text.

Date: Click or tap here to enter text.

Typed Signature: Secretary, NCO District Properties Board: Click or tap here to enter text.

**At this point, return this form to the Pastor for the church vote.**

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1. Please record the vote of the church membership on this proposal in the space below:

a. Date of the vote Click or tap here to enter text. .

b. Total number of Church Members Click or tap here to enter text.

c. Total Church Members Present Click or tap here to enter text.

d. Total ballots cast Click or tap here to enter text.

e. Number of “Yes” votes Click or tap here to enter text.

f. Number of “No” votes Click or tap here to enter text.

**At this point, please return this form to the District Superintendent for approval.**

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1. Final approval to build or remodel an edifice is hereby granted.

Date: Click or tap here to enter text.

Typed Signature: District Superintendent, NCO District Properties Board: Click or tap here to enter text.

**At this point, return this form to the Pastor.**

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1. What is the anticipated date for beginning construction? Click or tap here to enter text.
2. What is the anticipated date for completion of construction? Click or tap here to enter text.

Date: Click or tap here to enter text.

Typed Signature: Pastor: Click or tap here to enter text.

**At this point, return a copy of this form to the district office to file.**

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