

To: Permitting and Inspections Department

Attached please find a completed Commercial Interior Alterations Checklist for 75 Quebec Street. At this time the 3 unit property is unoccupied. We are in the process of engaging a designer/architect to help us create a new interior design plan (with stamped documents). In the meantime, we would like to get a fast track interior demolition permit so we can start the process of removing old and damaged carpet, flooring, kitchen/bath fixtures and cabinets, cracked plaster, damaged sheetrock, and water stained ceiling tiles. In this initial phase, we are not looking to change the outside dimensions, remove load bearing walls or filing for a building permit. All measurements are to scale on the current floor plans (1 square = 1'). If we've missed anything please let us know.

We appreciate your time and consideration.

Sincerely Oakley and Jake Jones.