**Bay County**

Equalization Department

515 Center Ave., Ste. 212

Bay City, MI 48708

**Commercial & Industrial**

**Property Inventory Checklist**

Please fill out all form fields before submitting the form. If a field does not apply to your property please enter N/A or Zero in the field.

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| Name(Last, First, M.I.): |
| Property Address: |
| Parcel I.D.: 09-   -   -   -   - |
| Mailing Address: |
| Phone No.: |
| Year built: |
| After purchase any additions or losses to the property (If so, please describe): |
| Building Use (restaurant, manufacturing, retail, warehouse, etc): |
| Number of stories: |
| Building height: |
| Foundation (Slab, Crawl, Basement): |
| Basement Use (storage, utility, finished): |
| Frame type (Please check one):  Structural steel columns and beams, fireproofed with masonry, concrete plaster, or other non-combustible material.  Reinforced concrete columns and beams. Fire-resistant construction.  Masonry or concrete load-bearing walls with or without pilasters.  Masonry, concrete or curtain walls with full or partial open steel, wood or concrete frame.  Wood or steel studs in bearing wall, full or partial open wood or steel frame, primarily combustible construction.  Wood posts or poles and trussed rafters.  Metal bents, columns, girders, purlins and girts without fire-proofing, incombustible construction. |
| Floor type (Please check one):  Concrete or concrete on steel deck, fireproofed.  Wood or concrete plank on wood or steel floor joists, or concrete slab on grade.  Mill or laminated wood floor or concrete slab on grade.  Wood or steel floor joists or concrete slab on grade.  Wood joists and deck or concrete slab on grade.  Wood or steel deck on steel floor joists, or concrete slab on grade. |
| Roof type (Please check one):  Formed concrete, precast slabs, concrete or gypsum on steel deck, fireproofed.  Wood or steel joists with wood or steel deck. Concrete plank.  Wood joists and trusses with wood deck.  Wood or steel joists with wood or steel deck.  Metal skin on wood purlins or nailers.  Steel or wood deck on steel joists. |
| Wall type (Please check one):  Nonbearing curtain walls, masonry, concrete, metal and glass panels, stone, steel studs and masonry, tile or stucco, etc.  Brick, concrete block, or tile masonry, tilt-up, formed concrete, nonbearing curtain walls.  Heavy brick, block or tile masonry.  Almost any material except bearing or curtain walls of solid masonry or concrete. Generally combustible construction.  Metal skin on wood girts or nailers.  Metal skin or sandwich panels. Generally incombustible. |
| Interior wall finish (Plaster, drywall, stucco, etc.): |
| Interior floor finish (Carpet, tile, vinyl, etc.): |
| Interior ceiling finish (Plaster, drywall, tiles, etc.): |
| Restrooms (number of): |
| Heating/Cooling (Complete H.V.A.C., Forced Air, etc.): |
| Sprinklers (Yes or No): |
| Elevators (Yes or No): |
| Other information: |