



Downtown Inventory Survey

Introduction

Building Conditions Survey forms must be completed for the entire downtown target area and included in the application submission. To maintain consistency, the OHCP Building Conditions Survey form must be used, although information obtained through previous surveys may be used if the information is current and indicative of present building conditions. In any case, all of the required information must be provided. The Downtown Inventory Survey has three separate components: 1) the Building Conditions Survey and Summary; 2) the Infrastructure Conditions Survey Summary; and 3) the Building Conditions Survey and building Owner Financial Commitment and/or Business Financial Commitment. Each building must be included in the Inventory and surveyed.

Building Conditions Survey Instructions

For the Building Conditions Survey, first identify the target area and the data of the survey. The surveyor must initial each survey form in the space provided. Each building must be included in the inventory and all items should be surveyed. Then complete the remainder of the form as follows:

- State the address, name or other building identification
- State the estimated building age in years
- List the number of stories in the building
- Identify whether the building is privately or publicly owned. If public, then only complete items 13-28
- List the estimated square footage of useable commercial floor space in the entire building
- List the square footage of vacant useable commercial space. This does not mean storage area.
- List the number of residential units
- List the number of businesses in the building
- List the number of retail businesses in the building
- List the number of professional businesses in the building, such as attorneys, doctors and others
- List the number of government offices in the building
- List the number of "other" business types
- 13-20 In these spaces list the condition of the particular item as required according to the following:
 - 2 = Indicates major repairs or new construction are needed
 - 1 = Indicates minor repairs or remodeling are needed
 - 0 = No repair or remodeling is needed
 - X = Item not surveyed or not applicable
- Total the number of points given for items 13 - 20
- If the building is substandard, enter a "1"
- >Enter "1" if the owner is willing to participate in the program
- Enter "1" if the owner is providing a definite commitment of funds
- Enter "1" if façade treatment is proposed (need not be definite commitment)

- Enter "1" if rehab of commercial space is proposed (need not be definite commitment)
- Enter "1" if residential rehab is proposed (need not be definite commitment)
- Total estimated rehab cost in thousands of dollars

Building Conditions Survey Summary Instructions

After the survey is completed, the information must be provided in the Building Conditions Summary Table. To complete the Summary Table, enter the total number of buildings surveyed on the first line. For the other lines, simply total the number for all buildings for that particular category and enter in the appropriate space. Complete only one Survey Summary for each target area.

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