

PLAN APPROVAL APPLICATION

RESIDENTIAL BUILDINGS

DATE: _____

| | |
|--------------------------------|-------------------------|
| ADDRESS _____ | CityWorks Case #: _____ |
| OWNER ADDRESS _____ | PHONE _____ |
| CITY _____ | EMAIL _____ |
| STATE _____ | ZIP _____ |
| CONTRACTOR _____ | PHONE _____ |
| EMAIL _____ | _____ |
| PLANS PREPARED BY _____ | PHONE _____ |
| ADDRESS _____ | EMAIL _____ |
| CITY _____ | STATE _____ |
| STATE _____ | ZIP _____ |

| BRIEF DESCRIPTION OF WORK BEING DONE |
|--------------------------------------|
| |

| | TYPE OF IMPROVEMENT |
|--------------------------|---------------------|
| <input type="checkbox"/> | NEW BUILDING |
| <input type="checkbox"/> | ALTERATION |
| <input type="checkbox"/> | ADDITION |
| <input type="checkbox"/> | REPAIR/REPLACEMENT |
| <input type="checkbox"/> | GARAGE |
| <input type="checkbox"/> | ACCESSORY/DECK |

| SIZE/MISC | |
|----------------|-------|
| SQUARE FOOTAGE | _____ |
| CONTRACT COST | _____ |
| PROJECT VALUE | _____ |

| | |
|-------------|-------|
| RECEIPT # | _____ |
| DATE | _____ |
| RECEIVED BY | _____ |

| TYPE | FEE | TOTAL |
|---|--------------|---------|
| APPLICATION FEE | \$ 40.00 | \$40.00 |
| PLAN REVIEW – HABITABLE AREAS (50% OF BLDG FEE/\$100.00 MIN) | \$100.00 min | |
| PLAN REVIEW – NON HABITABLE | \$ 50.00 | |
| BUILDING FEE (SEE REVERSE SIDE) | | |
| CERTIFICATE OF OCCUPANCY | \$ 50.00 | |
| TEMP CERTIFICATE OF OCCUPANCY | \$150.00 | |
| ENERGY CODE REVIEW | \$ 15.00 | |
| BUILDING SUBTOTAL | | |
| OBBS FEE (1% OF BUILDING SUBTOTAL) | | |
| ZONING | \$ 25.00 | |
| INFORMATIONAL INSPECTIONS | \$ 45.00 | |
| INVESTIGATION FEE (\$200 - \$1000) | \$200.00 min | |
| LESS DEPOSIT (Non-Refundable) \$90 NON-HABITABLE \$140 HABITABLE | | |
| TOTAL FEES DUE | | |

SEE NOTES ON REVERSE SIDE

Separate permits may be required for work involving electric, HVAC, plumbing, sign installation, and fire suppression/detection.

| | |
|--------------------------|---------------------|
| Signature: _____ | Title: _____ |
| Print Name: _____ | Phone: _____ |

Rev 03/18/15 jt

Application Approved by _____
Date _____

All permit applications must be submitted thru the CityWorks portal
 Once your application has been processed thru the building department, you will be emailed the fee amount and ways to pay.

RESIDENTIAL BUILDING PERMIT FEE SCHEDULE

BUILDING FEE IS OBTAINED BY USING THE FOLLOWING FORMULAS

| FOR ALL RESIDENTIAL PERMITS | | |
|------------------------------------|------------------|--|
| | HABITABLE AREAS | NON-HABITABLE (Garages, sheds, decks) |
| Gross Area (in square feet) | | |
| | x \$45.00 | x \$25.00 |
| Subtotal | | |
| | x.0045 | x.0045 |
| Building Fee | | |

NOTE: If project valuation is less than \$30,000.00 the permit fee will be a minimum of \$135.00 plus associated fees.

NOTES

Work started prior to securing the required permits is subject to a minimum investigation fee of \$200.00. Emergency work, if agreed to by the Chief Building Official, shall be exempt from the investigation fee.

Only the person performing the work may obtain a permit and schedule an inspection.

Installations requiring inspections must not be covered until approved. Failure to receive approval may result in orders requiring the removal of such covering.

Installations must be in accordance with the current edition of the adopted Ohio Residential Code and referenced documents

Requests for field inspections must be made a minimum of 24 hours in advance and will be scheduled for the next working day.

Applicants on the schedule for the day's inspections may contact the respective inspectors during the morning from 8:00 am to 8:45 am for consultation or scheduling time.

An additional \$45.00 reinspection fee may be imposed for work that is not properly installed, is not ready for inspection, has changed from the approved plans or is not accessible at the time of the inspection.

Residential plans must be submitted with a "plan approval application" – sealed drawings are not required.