

PLAN APPROVAL APPLICATION

RESIDENTIAL BUILDINGS

PROJECT NAME: _____	IWORQ # _____
ADDRESS _____	DATE _____
OWNER _____	PHONE _____
ADDRESS _____	FAX _____
CITY _____ STATE _____ ZIP _____	EMAIL _____
CONTRACTOR _____	PHONE _____
EMAIL _____	FAX _____
PLANS PREPARED BY _____	PHONE _____
ADDRESS _____	FAX _____
CITY _____ STATE _____ ZIP _____	EMAIL _____

NATURE OF JOB

TYPE OF IMPROVEMENT
NEW BUILDING
ALTERATION
ADDITION
REPAIR/REPLACEMENT
GARAGE
ACCESSORY/DECK

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		

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

RECEIPT #	_____
DATE	_____
RECEIVED BY	_____

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:** _____

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.