

Permit No. _____

Plan Approval No. _____

Grade Plan No. _____



Department Of Public Safety- Division Of Building Inspection
 One Public Square Willoughby, Ohio 44094
 P: (440) 953-4118 F: (440) 953-4167

Application For Building Plan Approval And Permit

Application is hereby submitted for a permit to erect, construct, add, or alter a structure as described in this application and the accompanying construction documents which are part of this application. All Contractors and Subcontractors are to be registered with the City of Willoughby. The acceptance of the permit herein applied for shall constitute an agreement on the part of the undersigned to abide by all conditions of the permit, and to comply with all ordinances of the City of Willoughby, laws of the State of Ohio and any special requirements, relating to the work to be done thereunder, and this agreement is a condition of the permit. **All other permits (electrical, plumbing, hvac, sewer, etc.) are to be obtained by subcontractors performing the work.**

ALL PLANS SUBMITTED SHALL BE IN QUADRUPPLICATE, SUFFICIENTLY CLEAR, COMPREHENSIVE, DETAILED, AND LEGIBLE AND SHALL SHOW COMPLIANCE WITH APPLICABLE REQUIREMENTS OF THE ADOPTED BUILDING CODE AND PLANNING AND ZONING CODES OF THE CITY OF WILLOUGHBY.

Date: _____ Estimated Cost: _____

Project Data/Location And Description Of Lot

Address _____ S/L _____

Property Owner _____ Phone _____

Applicants Name _____ Signature _____

Address _____ Phone _____

City _____ State _____ Zip _____

Description of Work to Be Performed:

Building Area/Cost Data

Floor Size _____ x _____ = _____ Floor Area

No. Stories ___ x Floor Area = _____ Total Building Area

Office Use Only

Application/Plan Review Fee \$ _____

Preliminary Grade Plan Fee \$ _____

Permit Fee \$ _____

Construction/Inspection Deposit \$ _____

Sewer Tap-in Fee \$ _____

Street Opening Fee \$ _____

Tree Fee \$ _____

Surveyor	
Architect	
Engineer	
Gen. Contractor	
Sewer/Excavator	
Elect. Contractor	
Plumbing/Gas Pipe	
Mech. Contractor	
F. P. Designer	
F. P. Contractor	

..... DO NOT WRITE BELOW THIS LINE - FOR OFFICE USE ONLY

Approvals Required	Date Submitted	Date Approved
Zoning Board of Appeals		
Ingress Egress Board		
Historic District Design Review Board		
Planning Commission		
Environmental Assessment Statement		
Flood Prevention Program		
Grade Plan Review		
Building Plan Review		

Use Group Classification

Assembly: A-1; A-2; A-3; A-4; A-5; Business: B___
 Educational: E___
 Factory/Industrial: F-1___ F-2___ High Hazard: H-1___ H-2___ H-3___ H-4___
 Institutional: I-1___ I-2___ I-3___ Mercantile: M___ Utility/Misc: U___
 Residential: R-1___ R-2___ R-3___ R-4; Storage___ S-1___ S-2___

Construction Classification

Non-combustible: 1A___ 1B___ 2A___ 2B___ 2C___
 Combustible: 3A___ 3B___ 4___ 5A___ 5B___

Occupant Load

No. of Occupants _____ No. of required exits _____
 Sprinkler system: Yes___ No___

INSPECTION RECORDS

Approvals Required	Comments	By	Date
Excavation/Footing			
Footing Drain			
Slab			
Fnd/Bsmnt Wall			
Excavation Backfill			
Driveway			
Rough Framing			
Insulation			
Drywall			
Fireplace			
Final Building			
Final Grading			
Electric Rough			
Electric Service			
Electric Other			
Electric Final			
Gas Pipe Rough			
Gas Pipe Final			
Plmb Underground			
Plumbing Rough			
Plumbing Final			
Hvac Slab			
Hvac Rough			
Hvac Final			