

Application No. \_\_\_\_\_  
Permit No. \_\_\_\_\_  
Approval. \_\_\_\_\_  
Date \_\_\_\_\_



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

The acceptance of the Permit herein applied for shall constitute an agreement on my/our part to abide by all the conditions herein contained, and to comply with all laws and ordinances of the City of Willoughby and the laws of the State of Ohio relating to the work to be done thereunder; and said agreement is a condition of said permit.

### Office Use Only

Application Fee \$ \_\_\_\_\_ Permit Fee \$ \_\_\_\_\_

(Residential \$25.00 + \$.25 (tax) / Commercial \$100.00 + \$3.00 (tax))

Inspection Deposit \$ \_\_\_\_\_

(Refundable)

Date: \_\_\_\_\_ Estimated Cost: \_\_\_\_\_

### Location And Description Of Lot

Address \_\_\_\_\_ S/L \_\_\_\_\_

Property Owner \_\_\_\_\_ Phone \_\_\_\_\_

Contractor \_\_\_\_\_

Print Applicant Name \_\_\_\_\_ Applicant Signature \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**ACCESSORY BUILDING** Residential detached garage: \_\_\_\_\_ Shed: \_\_\_\_\_ Other: \_\_\_\_\_

Size: \_\_\_\_\_ X \_\_\_\_\_ Stories: \_\_\_\_\_ Total area: \_\_\_\_\_

2 SETS OF DETAILED CONSTRUCTION PLANS AND 1 SITE LOCATION PLAN REQUIRED

**DEMOLITION** Dwelling: \_\_\_\_\_ Accessory Structure: \_\_\_\_\_ Commercial/Industrial: \_\_\_\_\_

Size: \_\_\_\_\_ X \_\_\_\_\_ Stories: \_\_\_\_\_ Total area: \_\_\_\_\_

**DRIVEWAY** Width: \_\_\_\_\_ Length: \_\_\_\_\_ Distance from side lot line: \_\_\_\_\_

WORK PERFORMED IN CITY RIGHT-OF-WAY REQUIRES SEPARATE PERMIT

**FENCE** Type: \_\_\_\_\_ Length: \_\_\_\_\_ Height: \_\_\_\_\_

Yard Location: \_\_\_\_\_ Lot Location: Corner: \_\_\_\_\_ Interior: \_\_\_\_\_

FINISHED SIDE OF THE FENCE MUST FACE AWAY FROM THE PROPERTY BEING FENCED      SITE PLAN REQUIRED  
POST HOLE DEPTH MINIMUM 36"      POST HOLE INSPECTION REQUIRE

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**REROOF** Tear-off: \_\_\_\_\_ 2nd roof: \_\_\_\_\_ Type of roofing & weight: \_\_\_\_\_

GUTTERS AND DOWNSPOUTS REQUIRED FOR FINAL INSPECTION

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**SIDING** Type of siding: \_\_\_\_\_

GUTTERS AND DOWNSPOUTS REQUIRED FOR FINAL INSPECTION

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**SWIMMING POOL/HOT TUB** Above ground: \_\_\_\_\_ Below ground: \_\_\_\_\_ Dimensions: \_\_\_\_\_ X \_\_\_\_\_

SITE PLAN REQUIRED      SEPARATE ELECTRICAL PERMIT REQUIRED

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**OTHER:** \_\_\_\_\_

(next page)

## Site Plan

COMPLETE A SITE PLAN BELOW FOR FENCE, SWIMMING POOL, DRIVEWAY OR ACCESSORY BUILDING INSTALLATIONS. A SITE PLAN SHALL INCLUDE THE LOCATION OF PROPERTY BOUNDARY LINES, ALL EXISTING STRUCTURES AND THE PROPOSED STRUCTURE. IT IS IMPORTANT TO CLEARLY INDICATE THE LOCATION OF STRUCTURES IN RELATIONSHIP TO PROPERTY BOUNDARY LINES AND OTHER STRUCTURES.

A large, empty rectangular box with a thin black border, intended for drawing a site plan. The box is currently blank, providing space for the user to illustrate property boundaries, existing structures, and proposed installations like a fence, swimming pool, driveway, or accessory building.