

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 Residential Dwelling 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 DUPLICATE, 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:

BASEMENT AREA _____
 + 1ST FLOOR AREA _____
 + 2ND FLOOR AREA _____
 + GARAGE AREA _____
 = TOTAL FLOOR AREA _____

Application/Review Fee	
\$ 100.00 + \$ 1.00 (tax) New Construction	
\$ 25.00 + \$.25 (tax) All Other	
Permit Fee	\$ _____
Construction Deposit	\$ _____
Sewer Tap-in Fee	\$ _____
Tree Fee	\$ _____
Erosion Control	\$ _____
Street Opening	\$ _____

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

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

Approvals Required	Date Submitted	Date Approved
Certificate Of Zoning Compliance		
Zoning Board Of Appeals		
Historic District Design Review Board		
Flood Prevention Program		
Grade Plan Review		
Building Plan Review		