

Permit No. _____

Grade No. _____

APPLICATION FOR COMMERCIAL PLAN APPROVAL AND PERMIT

Willoughby Building Dept.
One Public Square
Willoughby, OH 44094
Phone: (440) 953-4118
Fax: (440) 953-4167

Address

Permit No.

Date

1	DATE: _____ ESTIMATED COST: _____ LOCATION AND DESCRIPTION OF PROPERTY Project Address _____ S/L No. _____ Property Owner _____ Owner's Phone: _____ Owner's Address (If different): _____ City/State: _____ Zip: _____	
2	NAME AND ADDRESS OF APPLICANT (If different than property owner) DBA/Company Name _____ Contact: _____ Address: _____ City/State: _____ Zip: _____ Business Phone: _____ Cell Phone: _____ FAX: _____ E-Mail Address: _____ NOTE: ALL EXTERIOR WORK IN HISTORIC DISTRICT REQUIRES APPROVAL OF THE DESIGN REVIEW BOARD.	
3	Building Area Data: New Structure Total Area _____ Sq. ft. Addition Total Area _____ Sq. ft. Total number of units _____	4
		Description of work: _____ _____ _____ _____ _____ <i>Note: 6 sets of site plans required for building/parking expansion. Note: 4 sets of construction plans shall include all Elec/Plumb/Hvac details.</i>
5	Parking lot/paving new area _____ Sq. ft. Parking lot/paving repair existing _____ Sq. ft. Fencing (provide description) _____ Lin. ft. Roofing _____ Siding _____ Temporary Structures _____ Alterations/Repairs _____ Demolition _____ Sq. ft. Other _____	6
		Surveyor _____ Architect _____ Engineer _____ Gen. Contactor _____ Sewer/Excavator _____ Elect. Contractor _____ Plumb/Gas Cont. _____ Mech. Contractor _____ F.P. Designer _____ F.P. Contractor _____
7	Application is hereby submitted for a permit to erect, construct, add or alter a structure as described in this application and the accompanying documents which are part of this application. 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. PERMITS ISSUED ONLY TO REGISTERED CONTRACTORS. "I hereby swear/affirm that all of the above facts are true to the best of my knowledge and belief." _____ (Signature) _____ (Date)	
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		<i>(office use only)</i> Application Fee \$ 100.00 Const/Grade Deposit (tbd) \$ _____ Permit & Plan Review Fee (tbd) \$ _____ Sewer Tap-in fee \$ _____ Street opening fee \$ _____ Tree fee \$ _____ Erosion Fee \$ _____ TOTAL \$ _____

rev. 09/28.2016

