

Permit No. _____

Grade No. _____

APPLICATION FOR RESIDENTIAL PLAN APPROVAL AND PERMIT

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

Address

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: _____ Fed ID/SS# _____ NOTE: ALL EXTERIOR WORK IN HISTORIC DISTRICT REQUIRES APPROVAL OF THE DESIGN REVIEW BOARD.	
3	New Dwelling: 1st floor area: _____ 1-family 2nd floor area: _____ 2-family 3rd floor area: _____ 3-family Basement area: _____ Addition: Total area Sq. Ft. _____ <i>New dwelling: Submit 3 sets construction plans, 6 site plans</i> <i>Addition: Submit 2 sets of construction plans, 2 site plans</i>	4
		Interior renovations or other: Description _____ _____ _____ _____ <i>Note: 2 sets of plans shall include plumbing, electric & hvac details.</i>
5	Accessory structure: Deck Total area Sq. Ft. _____ Shed Total area Sq. Ft. _____ Garage (det.) Total area Sq. Ft. _____ Other Total area Sq. Ft. _____ <i>Note: Submit 2 copies of construction plans, 2 site plans.</i>	6
		Windows: Number of windows replaced/installed _____ Doors: Number of exterior doors replace _____ Siding Roofing (Gutters & downspouts required) Demolition: Sq. Ft. being demolished _____ Driveway/Paving (Separate permit required for work in right-of-way)
7	Fence: Type (picket, chain link, shadowbox, vinyl, etc.) _____ Length: _____ Height: _____ Note: Submit site plan. Finished side of fence shall face away from property being fenced. Post depth 36" min. Inspection required.	
8	Swimming pool/Hot Tub: Above ground In-ground overall dimensions _____ X _____ Maximum depth in inches: _____ <i>Note: Submit 2 site plans. In-ground pool requires certified site plan & additional fees.</i>	
9	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. HOMEOWNERS: In accordance with <u>C.O. 1327.13 HOMEOWNERS EXCEPTION</u> , No provision of this Building Code or any regulation adopted by authority of this Building Code shall be interpreted to require that the owner of an existing one or two family dwelling occupied as the homeowner's permanent residence shall be licensed or registered personally to perform work upon the premises. A Homeowners Affidavit is required for this exception.	10
		Application Fee (\$100 for new construction/additions, \$25 all other) \$ _____ Permit Fee (to be determined) \$ _____ Construction deposit (where applicable) \$ _____ Sewer Tap-in fee (where applicable) \$ _____ Street opening fee (where applicable) \$ _____ Tree fee (where applicable) \$ _____ Erosion Fee (where applicable) \$ _____ TOTAL "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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