

Permit No. _____

Approval _____

Date _____

City of Willoughby

DEPARTMENT OF PUBLIC SAFETY- DIVISION OF BUILDING INSPECTION
One Public Square
Willoughby, Ohio 44094
(440) 953-4118 (440) 953-4167 (fax)

Property Owner _____

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.

(FOR OFFICE USE ONLY)

Application/Plan Review Fee \$ _____ Permit Fee \$ _____ Refundable Deposit \$ _____
(Separate Check)

DATE _____ ESTIMATED COST \$ _____

LOCATION AND DESCRIPTION OF LOT

ADDRESS _____ S/L No. _____

PROPERTY OWNER _____ PHONE No. _____

CONTRACTOR (COMPANY) NAME _____

APPLICANT _____ SIGNATURE _____ PRINT
NAME _____

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 REQUIRED

REROOF: Tear-off: _____ 2nd roof: _____ Type of roofing &
weight: _____

GUTTERS AND DOWNSPOUTS REQUIRED FOR FINAL INSPECTION

SIDING: _____ Type of _____

Address _____

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SWIMMING POOL/HOT TUB: Above ground: _____ Below ground: _____ Dimensions: _____ X _____
 SITE PLAN REQUIRED SEPARATE ELECTRICAL PERMIT REQUIRED

OTHER: _____ (OVER)

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.

(FOR OFFICE USE ONLY)
PROJECT DATA
INSPECTIONS REQUIRED

DESCRIPTION	ROUGH INSPECTION BY:	DATE	FINAL INSPECTION BY:	DATE
ACCESSORY BUILDING				
DEMOLITION				
DRIVEWAY				
FENCES				
REROOF				
SIDING				

SWIMMING POOL/HOT TUB				
OTHER				
COMMENTS: _____				

