

Permit No. _____
 Plan Approval No. _____
 Grade Plan No. _____

City of Willoughby

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

APPLICATION FOR BUILDING 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 QUADRUPPLICATE, 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 No. _____
 PROPERTY OWNER _____ PHONE No. _____
 APPLICANT NAME _____ SIGNATURE _____ PRINT _____
 ADDRESS _____ PHONE No. _____
 CITY/STATE _____ ZIP _____

DESCRIPTION OF WORK TO BE PERFORMED: _____

Building Area / Cost Data

Floor Size _____ x _____ = _____ Floor Area
 No. Stories ___ x Floor Area = _____ Total Building Area

(Office Use)	
Application/Plan Review Fee	\$ _____
Preliminary Grade Plan Fee	\$ _____
Permit Fee	\$ _____
Construction/Inspection Deposit	\$ _____
Sewer Tap-in Fee	\$ _____
Street Opening Fee	\$ _____
Tree Fee	\$ _____

SURVEYOR	
ARCHITECT	
ENGINEER	
GEN. CONTRACTOR	
SEWER/EXCAVATOR	
ELECT. CONTRACTOR	
PLUMBING/GAS PIPE	
MECH. CONTRACTOR	
F. P. DESIGNER	
F. P. CONTRACTOR	

(04/03)

Project Title

Address

Permit No.

Date

DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY

APPROVALS REQUIRED

	Date Submitted	Date Approved
Zoning Board of Appeals		
Ingress Egress Board		
Historic District Design Review Board		
Planning Commission		
Environmental Assessment Statement		
Flood Prevention Program		
Grade Plan Review		
Building Plan Review		

Use Group Classification

Assembly: A-1; A-2; A-3; A-4; A-5; Business: B; Educational: E;
 Factory/Industrial: F-1; F-2; High Hazard: H-1; H-2; H-3; H-4;
 Institutional: I-1; I-2; I-3; Mercantile: M; Utility/Miscellaneous: U;
 Residential: R-1; R-2; R-3; R-4; Storage: S-1; S-2;

Construction Classification

Non-combustible: 1A 1B 2A 2B 2C
 Combustible: 3A 3B 4 5A 5B

Occupant Load

No. of Occupants _____ No. of required exits _____
 Sprinkler system: : Yes No

INSPECTION RECORDS

COMMENTS

BY

DATE

EXCAVATION/FOOTING			
FOOTING DRAIN			
SLAB			
FND/BSMNT WALL			
EXCAVATION BACKFILL			
DRIVEWAY			
ROUGH FRAMING			
INSULATION			
DRYWALL			
FIREPLACE			
FINAL BUILDING			
FINAL GRADING			
ELECTRIC ROUGH			
ELECTRIC SERVICE			
ELECTRIC OTHER			
ELECTRIC FINAL			
GAS PIPE ROUGH			
GAS PIPE FINAL			
PLMB UNDERGROUND			
PLUMBING ROUGH			
PLUMBING FINAL			
HVAC SLAB			
HVAC ROUGH			
HVAC FINAL			