



PLANNING & ZONING
 2829 MINERVA LAKE RD
 COLUMBUS OH 43231
 PHONE: 614-882-5743
 FAX: 614-882-0701

PERMIT NO: _____
DATE FILED: _____ FEE: \$ _____
RECD BY: _____ WATER FEE: \$ _____
RECEIPT #: _____ SEWER FEE: \$ _____
PARKS FEE: \$ _____
APPROVED: <input type="checkbox"/> YES <input type="checkbox"/> NO

BUILDING PERMIT – RESIDENTIAL APPLICATION

FOR AN INSPECTION CALL 614-882-5743 EXT 200

<input type="checkbox"/> 1 FAMILY <input type="checkbox"/> 2 FAMILY <input type="checkbox"/> 3 FAMILY <input type="checkbox"/> Addition <input type="checkbox"/> Other _____				
JOB SITE ADDRESS:		Parcel ID#:	Lot#:	Zoning District:
Estimated cost of Entire Project:		Sq Ft:	Structure Height:	
Setbacks:				
Front:	Rear:	Side (R):	Side (L):	
Description/Scope of Work:				
PROPERTY OWNER Name:				
Property Owner Address:				
Property Owner Email:			Property Owner Phone No.:	
CONTRACTOR Name:				
Contractor Address:			Contractor Registration No.:	
Contractor Email:			Contractor Phone No.:	
REGISTERED DESIGN PROFESSIONAL Name:			<input type="checkbox"/> architect <input type="checkbox"/> designer <input type="checkbox"/> engineer <input type="checkbox"/> other: _____	
Registered Design Professional Address:			State License No.:	
Registered Design Professional Email:			Registered Design Professional Phone No.:	

CERTIFICATION

I certify that I am the property owner of the authorized agent representing the owner, and that the information on this application is complete and accurate to the best of my knowledge, and that the information contained on drawings and text are a true and accurate representation of the dimensions and facts applicable to the request, and that there are no deed restrictions that prohibit this work.

Name: _____ Title: _____

Signature: _____ Date: _____

BUILDING PERMIT – RESIDENTIAL – APPLICATION CONT'D

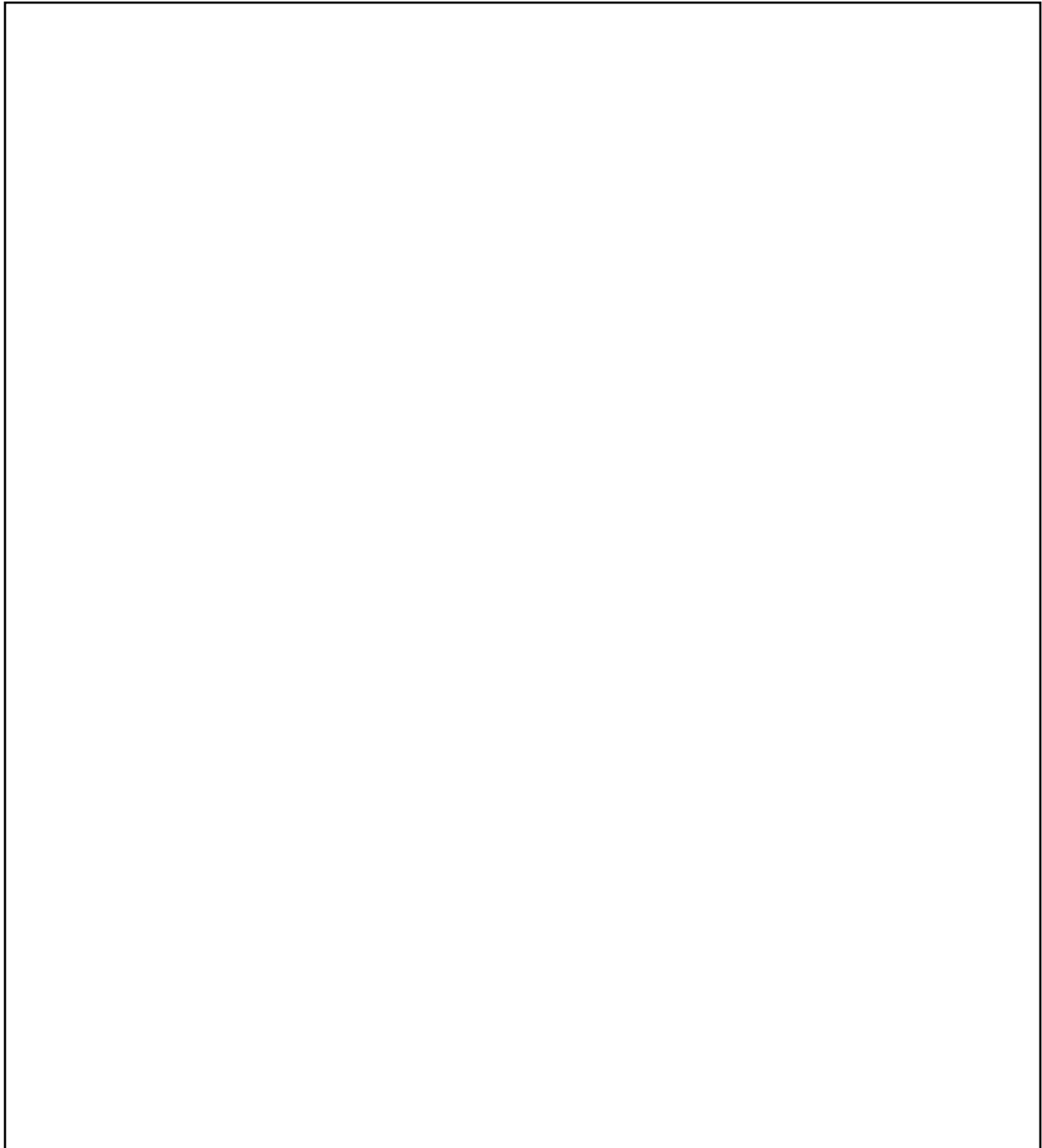
This application is NOT a permit. No work may begin until a permit is issued by Franklin County Building Dept.	
Review the Franklin County Building Department regulations and instructions.	
REQUIREMENTS - (1) complete set of the building plans and (3) copies of a site plan drawn to scale to be submitted. The site plan shall show actual dimensions of the lot including but not limited to any easements, the exact size and location of all existing and proposed buildings or structures on the lot, and setback distances from buildings to property lines.	
REVIEW PROCEDURE - No existing or new building shall be changed in whole or part until Zoning Inspector issues a permit for zoning compliance. The Zoning Inspected shall have up to 30 business days to review an application and may consult with technical agencies.	
FEES - All fees are required at the time an application is submitted and zoning fees are two times when construction or use is started prior to approval of an application by the Zoning Inspector	
SETBACK INSPECTION - All residential construction requires a set-back inspection once the foundation has been back-filled and prior to any framing. For safety, the site must be clear of all workers & equipment. The (4) corners shall be staked to indicate the property lines. In the event an inspection is not requested/approved, and framing begins then a separate fee equal to two times the original application fee shall be due prior to the issuance of a certificate of zoning compliance.	
<input type="checkbox"/>	Check box if project includes use of industrialized unit.
<input type="checkbox"/>	Check box if project includes use of an assembly of individually listed or labeled products.
FEES	TYPE OF WORK (check all that apply)
See Schedule	<input type="checkbox"/> NEW CONSTRUCTION <input type="checkbox"/> 1 family <input type="checkbox"/> 2 family <input type="checkbox"/> 3 family <input type="checkbox"/> Other:
\$150	<input type="checkbox"/> CERTIFICATE OF OCCUPANCY – Franklin County
\$25	<input type="checkbox"/> DECK / PATIO
\$150	<input type="checkbox"/> DEMOLITION
\$25	<input type="checkbox"/> DRIVEWAY (if in right-of-way; right-of-way permit required)
\$25	<input type="checkbox"/> FENCE (higher than 6' – requires proof of variance through Zoning Dept)
\$100	<input type="checkbox"/> GARAGE (detached: misc. and accessory structures)
\$	<input type="checkbox"/> PLAN REVISION (after plan approval) – new home
\$25	<input type="checkbox"/> ROOFING select options below: <input type="checkbox"/> tear off & re-roof <input type="checkbox"/> sheathing repair/replacement <input type="checkbox"/> roof over (allowed 1x per RCO)
\$25	<input type="checkbox"/> SHED (less than or equal to 200 sq. ft., if over 200 sq. ft., select Garage above)
\$25	<input type="checkbox"/> SIDEWALK (only new requires building permit; if in right-of-way, right-of-way permit is always required)
\$50	SWIMMING POOL/SPA (electrical permit may be required) <input type="checkbox"/> IN GROUND <input type="checkbox"/> ABOVE GROUND DRAINAGE IS TO: <input type="checkbox"/> storm sewer <input type="checkbox"/> sanitary sewer <input type="checkbox"/> open ditch
\$	<input type="checkbox"/> WATER TAP (see fee schedule)
\$7,588	<input type="checkbox"/> SEWER TAP
\$1,000	<input type="checkbox"/> STORM SEWER
	<input type="checkbox"/> ADDITIONAL INSPECTIONS: _____ no. of additional inspections purchased (only the specified included number of inspections are allotted with the permit; all additional inspections must be purchased prior to scheduling inspections.) NOTE: there will be no refunds
	<input type="checkbox"/> OTHER:
	TOTAL FEES - payment due at the time permit is issued. Reference: Building & Zoning Fee Schedule
	INTERNAL USE: PAID <input type="checkbox"/> PAYMENT: _____ RECD. BY/DATE: _____
<input type="checkbox"/>	<i>If work is determined to be more extensive than represented on this application, additional fees may be required</i>

Location: _____

Permit # _____

SITE PLAN - REQUIRED

Please show property lines, all dimensions of existing structures, any proposed structures, and how far structures are from each structure and property lines (*you may use graph paper, or any other site plan showing this required information*)

A large, empty rectangular box with a thin black border, intended for the user to draw the site plan. It occupies the central portion of the page below the instructions.

AUTHORIZATION CONSENT FORM

If you are filling out more than one application for the same project & address, you may submit a copy of this form with additional applications

AUTHORIZATION FOR OWNER'S APPLICANT OR REPRESENTATIVE(S) *If the applicant is not the property owner, this section must be completed*

I, _____, the owner or authorized owner's representative of the subject property listed on this application, hereby authorize _____ to act as my applicant or representative(s) in all matters pertaining to the processing and approval of this application, including modifying the project. I agree to be bound by all terms and agreements made by the designated representative.

Property Owner Signature: _____ **Date:** _____

AUTHORIZATION TO VISIT PROPERTY

I, _____, the owner or authorized owner's representative of the subject property listed on this application, hereby authorize City representatives to visit, photograph and post notice (if applicable) on the property as described in this application.

Property Owner Signature: _____ **Date:** _____

AGREEMENT TO COMPLY AS APPROVED

I, _____, the applicant of the subject property listed on this application, hereby agree that the project will be completed as approved and any proposed changes to the approved plan shall be submitted for the review and approval to the Planning and Zoning Division staff

Applicant Signature: _____ **Date:** _____

APPLICATION ACCEPTANCE

If This application has been reviewed and is considered complete and is hereby accepted by the Planning & Zoning Dept of Village of Minerva Park and shall be:

- Forwarded to the Village of Minerva Park Planning & Zoning Commission for consideration.
- Forwarded to the Administration for consideration.

Planning & Zoning Administrator Signature: _____

APPROVAL BY THE PLANNING & ZONING ADMINISTRATOR

In accordance with the Codified Ordinances of the Village of Minerva Park, I hereby certify that this project, as stated above, was approved by the Planning & Zoning Administrator on _____. The applicant shall comply with any conditions approved by the Planning and Zoning Administrator and shall comply with all building, zoning and landscaping regulations of the Village of Minerva Park.

Planning & Zoning Clerk Signature: _____

Code Enforcement Officer Signature: _____

Planning & Zoning Commission Signature: _____

This application will be forwarded to the Planning & Zoning Commission read by title at the first regular meeting of Planning & Zoning Commission following approval by the Planning & Zoning Administrator.
