



Community Development Department

Residential Permit Application

Permit # _____

Property	Address _____ Parcel Number _____ Subdivision _____ Lot Number _____ Fire Department _____ County _____																											
Project Information	Type of Improvement (check all that apply) <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair Scope of Work (check all that apply) <input type="checkbox"/> Structural/Floor Plan <input type="checkbox"/> Site work <input type="checkbox"/> Public Sewer Tap <input type="checkbox"/> Public Water Tap <input type="checkbox"/> Electrical <input type="checkbox"/> Heating <input type="checkbox"/> Cooling <input type="checkbox"/> Ventilation <input type="checkbox"/> Gas piping <input type="checkbox"/> Plumbing <input type="checkbox"/> Fire alarm <input type="checkbox"/> Fire suppression <input type="checkbox"/> Foundation Start Requested <input type="checkbox"/> Other _____ Description of Project: _____ _____ Occupancy Code 1 family 2 family 3 family 4+ family Building Code Edition _____																											
Contacts	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Property Owner's Name:</td> <td style="width: 50%;">Contractor:</td> </tr> <tr> <td>Address:</td> <td>Address:</td> </tr> <tr> <td>City, State, Zip:</td> <td>City, State, Zip:</td> </tr> <tr> <td>Phone number:</td> <td>Phone number:</td> </tr> <tr> <td>Fax:</td> <td>Fax:</td> </tr> <tr> <td>Email:</td> <td>Email:</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td>Applicant's Name:</td> <td>Person preparing drawings:</td> </tr> <tr> <td>Address:</td> <td>Architect / Engineer Registration Number:</td> </tr> <tr> <td>City, State, Zip:</td> <td>Address:</td> </tr> <tr> <td>Phone number:</td> <td>City, State, Zip:</td> </tr> <tr> <td>Fax:</td> <td>Phone number:</td> </tr> <tr> <td>Email:</td> <td>Email:</td> </tr> </table>		Property Owner's Name:	Contractor:	Address:	Address:	City, State, Zip:	City, State, Zip:	Phone number:	Phone number:	Fax:	Fax:	Email:	Email:			Applicant's Name:	Person preparing drawings:	Address:	Architect / Engineer Registration Number:	City, State, Zip:	Address:	Phone number:	City, State, Zip:	Fax:	Phone number:	Email:	Email:
Property Owner's Name:	Contractor:																											
Address:	Address:																											
City, State, Zip:	City, State, Zip:																											
Phone number:	Phone number:																											
Fax:	Fax:																											
Email:	Email:																											
Applicant's Name:	Person preparing drawings:																											
Address:	Architect / Engineer Registration Number:																											
City, State, Zip:	Address:																											
Phone number:	City, State, Zip:																											
Fax:	Phone number:																											
Email:	Email:																											

Project Details	Project Valuation _____				
	# of Bedrooms _____				
	# of Full Baths _____		# of Half Baths _____		
	Square Footage shall be measured from outside wall to outside wall for dimensions	Total Square Footage	New	Addition / Alteration	
		Basement			
		First Floor			
		All other floors			
		Garage			
		Subtotal			
		Deck			
Open sided Structure					
	Total SF				
Work Items					
Electrical	# Panels	_____			
Heating	# of Units	_____			
Cooling	# of Units	_____			
Gas Piping	# of Fixtures	# of Appliances			
Plumbing	# of Fixtures	_____			
Fire Protection	Yes / No	_____			
Water Tap Size		3/4" 1" 1 1/2" 2" 3" 4" 6" 8" 10"			
Water Tap Distance	# of Feet	_____			
Sewer Tap Size	Water tap size	3/4" 1" 1 1/2" 2" 3" 4" 6" 8" 10" Well			
Sewer Tap Distance	# of Feet	_____			
Signature	<p>I hereby certify that I am the owner of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent and I agree to conform to all applicable laws of the jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.</p>				
	Applicant Signature _____		Date _____		
Office Use	<input type="checkbox"/> Approved <input type="checkbox"/> Conditional Approval		Other reviews required? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Zoning Signature _____ Zoning Date _____		_____ _____ _____ _____		
<input type="checkbox"/> Approved <input type="checkbox"/> Partial Approval		<input type="checkbox"/> Approved <input type="checkbox"/> Conditional Approval			
Building Signature _____ Building Date _____		Signature _____ Date _____			



Community Development Department Plan Submittal Sheet

Fire Dept. Email Date _____
Zoning Review Due _____
Building Review Due _____
Engineering Due _____
CBO Review Due _____

To be completed by the qualified individual taking responsibility for having the plans correctly submitted.

PLEASE PRINT CLEARLY

Permit / Application # _____ Date _____
Project Name / Address _____
Company Name _____
Contact Phone # _____ Fax # _____
Contact Email _____

Type of Submittal

- | | | | |
|---|---|------------------------------|-----------------------------|
| <input type="checkbox"/> Original Submittal | <input type="checkbox"/> Revision of Approved Plans | | |
| <input type="checkbox"/> Response to Plan Review Letter | Change to Square Footage? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Additional Information for Permits in Review | Change to Site Plan? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | Exterior Equipment moved? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | Change to Landscaping? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | Change to Exterior Elevation? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Fee Schedule

Fees Due at time of submittal for Residential Plan Review	Building revision	50.50
	Zoning revision	15.00

Commercial fees are charged per hour and will be due at the time of pick up

Plans Letter Plan Sheet and response letters provided

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Cover letter / Scope of changes (required) |
| <input type="checkbox"/> | | Title Sheet / Index (required) |
| <input type="checkbox"/> | <input type="checkbox"/> | Site Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | Architectural |
| <input type="checkbox"/> | <input type="checkbox"/> | Civil |
| <input type="checkbox"/> | <input type="checkbox"/> | Planning |
| <input type="checkbox"/> | <input type="checkbox"/> | Structural / Floor Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire Resistance |
| <input type="checkbox"/> | <input type="checkbox"/> | Electrical |
| <input type="checkbox"/> | <input type="checkbox"/> | Mechanical |
| <input type="checkbox"/> | <input type="checkbox"/> | Plumbing |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire Alarm |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire Suppression |
| <input type="checkbox"/> | <input type="checkbox"/> | Life Safety |
| <input type="checkbox"/> | <input type="checkbox"/> | Accessibility |
| <input type="checkbox"/> | <input type="checkbox"/> | Energy Code Compliance |
| <input type="checkbox"/> | <input type="checkbox"/> | Special Inspections (as required by OBC) |
| <input type="checkbox"/> | <input type="checkbox"/> | Other |

Name of contact person (print) _____
Signature _____

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Community Development Department

Residential Fee Schedule

Residential New House

			Fee
Structure	Base fee	75.00	_____
	Inspection fee	.10 / sf	_____
	Plan Review fee	50.00	_____
	Occupancy fee	50.00	_____
	State 1% fee	.01 of above fees	_____
	Zoning fee	30.00	_____
	Certificate of Appropriateness	50.00	_____
	Park fee	150.00	_____
	Leisure Trail fee	350.00	_____
Electric	Base fee	50.00	_____
	Inspection fee	.03 / sf	_____
	Panel	50.00 / panel	_____
	State 1% fee	.01 of above fees	_____
Low Voltage	Base fee (50 volts or more)	25.00	_____
	State 1% fee	.01 of above fee	_____
Mechanical	Heating	50.00 / unit	_____
	Cooling	50.00 / unit	_____
	State 1% fee	.01 of above fees	_____
Gas Piping	Base fee	50.00	_____
	Inspection fee	15.00 / valve stop	_____
	State 1% fee	.01 of above fees	_____
Plumbing	Base fee + 1 st fixture	60.00	_____
	Inspection fee	15.00 / fixture	_____
	State 1%	.01 of above fees	_____
Water fees*	3/4" Tap fees	175.00	_____
	3/4" New Albany Capacity fee	1049.40	_____
	1" Tap fees	350.00	_____
	1" New Albany Capacity fee	1748.40	_____
Sewer fees*	Base fee	85.00	_____
	Inspection fee over 100'	2.80 / ft.	_____
	3/4" Tap fees	130.00	_____
	3/4" New Albany Capacity fee	1522.00	_____
	3/4" Columbus Capacity fee	3044.00	_____
	1" Tap fees	260.00	_____
	1" New Albany Capacity fee	2537.00	_____
1" Columbus Capacity fee	5074.00	_____	

*See Water/Sewer fee page for other tap sizes



Community Development Department

Residential Fee Schedule

Residential Addition or Accessory Structure

Structure	Base fee	75.00		_____
	Inspection fee	.10 / sf		_____
	Plan Review fee	50.00		_____
	State 1% fee	.01 of above fees		_____
	Zoning fee	30.00		_____
	Certificate of Appropriateness	50.00		_____

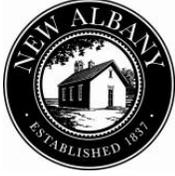
Electric	Base fee	50.00		_____
	Inspection fee	.03 / sf	sf	_____
	Panel	50.00 / panel	panels	_____
	State 1% fee	.01 of above fees		_____

Low Voltage	Base fee (50 volts or more)	25.00		_____
	State 1% fee	.01 of above fee		_____

Mechanical	Heating	50.00 / unit	units	_____
	Cooling	50.00 / unit	units	_____
	Duct Work Only	40.00		_____
	State 1% fee	.01 of above fees		_____

Gas Piping	Base fee	50.00		_____
	Inspection fee	15.00 / valve stop	valves	_____
	State 1% fee	.01 of above fees		_____

Plumbing	Base fee + 1 st fixture	60.00		_____
	Inspection fee	15.00 / fixture	fixtures	_____
	State 1%	.01 of above fees		_____



Community Development Department

Residential Fee Schedule

Residential Alterations and/or Restorations

Structure	Base fee	75.00	
	Inspection fee	.10 / sf	_____ sf
	Plan Review fee	25.00	_____
	State 1% fee	.01 of above fees	_____
	Certificate of Appropriateness (if exterior work is completed windows, doors, siding, etc.)	50.00	_____
Electric	Base fee	50.00	
	Inspection fee	.03 / sf	_____ sf
	Panel	50.00 / panel	_____ panels
	State 1% fee	.01 of above fees	_____
Low Voltage	Base fee (50 volts or more)	25.00	
	State 1% fee	.01 of above fee	_____
Mechanical	Heating	50.00 / unit	_____ units
	Cooling	50.00 / unit	_____ units
	Duct Work Only	40.00	_____
	State 1% fee	.01 of above fees	_____
Gas Piping	Base fee	50.00	
	Inspection fee	15.00 / valve stop	_____ valve
	State 1% fee	.01 of above fees	_____
Plumbing	Base fee + 1 st fixture	60.00	
	Inspection fee	15.00 / fixture	_____ fixture
	Hot Water Tank replacement	35.00 / each	_____ each
	State 1%	.01 of above fees	_____



Community Development Department

Residential Fee Schedule

Residential Small Projects and Individual permits

Structure	Deck base fee	50.00	
	Deck Inspection fee	.10 / sf	_____ sf
	Fireplace	75.00	_____
	Arbors / Gazebos or similar structure	50.00	_____
	Walls over 4ft (from bottom of footing to top of wall)	50.00	_____
	State 1% fee	.01 of above fees	_____
	Zoning for above projects	80.00	_____
Zoning	Patio, landscaping, fences, sidewalk, driveway	30.00	
	Swimming Pools	30.00	
	Replacement shingles, siding, windows	50.00	
Electric	Base fee	50.00	
	Inspection fee	.03 / sf	_____ sf
	Panel	50.00 / panel	_____ panels
	Temporary Electric	50.00	_____
	Generator	50.00	_____
	State 1% fee	.01 of above fees	_____
	Generator zoning	80.00	_____
Low Voltage	Base fee (50 volts or more)	25.00	_____
	State 1% fee	.01 of above fee	_____
Mechanical	Heating	50.00 / unit	_____ units
	Cooling	50.00 / unit	_____ units
	Duct Work Only	40.00	_____
	State 1% fee	.01 of above fees	_____
Gas Piping	Base fee	50.00	
	Inspection fee	15.00 / valve stop	_____ valve
	State 1% fee	.01 of above fees	_____
Plumbing	Base fee + 1 st fixture	60.00	_____
	Inspection fee	15.00 / fixture	_____ fixture
	Hot Water Tank replacement	35.00 / each	_____ each
	State 1%	.01 of above fees	_____
Fire Protection	Base fee	50.00	
	Inspection fee	.03 / sf	_____ sf
	State 1%	.01 of above fees	_____

- **If a project is not listed please call for information**