



# Community Development Department

## Residential Permit Application

Permit # \_\_\_\_\_

<b>Property</b>	Address _____ Parcel Number _____ Subdivision _____ Lot Number _____ Fire Department _____ County _____																											
<b>Project Information</b>	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 _____																											
<b>Contacts</b>	<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	# of Bedrooms				
	# of Full Baths		# of Half Baths		
	Project Valuation ( <b>required</b> )		\$		
	<b>Square Footage shall be measured from outside wall to outside wall for dimensions</b>	<b>Total Square Footage</b>	<b>New</b>	<b>Addition / Alteration</b>	
		Basement			
		First Floor			
		All other floors			
		Garage			
		<b>Subtotal</b>			
		Deck			
Open sided Structure					
<b>Total SF</b>					
<b>Work Items</b>					
Electrical	# Panels	_____			
Heating	# of Units	_____			
Cooling	# of Units	_____			
Gas Piping	# of Fixtures	# of Appliances			
Plumbing	# of Fixtures	_____			
Fire Protection	Yes / No	_____			
Water Tap Size		¾"	1"	1½"	
Water Tap Distance	# of Feet	2"	3"	4"	
		6"	8"	10"	
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 ( <b>required</b> ) |
| <input type="checkbox"/> | <input type="checkbox"/> | Title Sheet / Index ( <b>required</b> )             |
| <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 \_\_\_\_\_



# Community Development Department

## Residential Fee Schedule

### Residential New House

			Fee
Structure	Base fee	75.00	_____
	Inspection fee	.10 / sf	_____ 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	_____ 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
	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 <sup>st</sup> fixture	60.00	_____
	Inspection fee	15.00 / fixture	_____ fixtures
	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 <sup>st</sup> 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 <sup>st</sup> fixture	60.00	_____
	Inspection fee	15.00 / fixture	_____ fixture
	Hot Water Tank replacement	60.00	_____
	Additional Hot Water Tank replacement	15.00 / 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 <sup>st</sup> fixture	60.00	
	Inspection fee	15.00 / fixture	fixture
	Hot Water Tank replacement	60.00	
	Additional Hot Water Tank replacement	15.00 / 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**