



Community Development Residential Permit Application

Incomplete applications or submittals will not be accepted/reviewed PLEASE PRINT CLEARLY				
Property	Address _____ Parcel Number _____			
	Subdivision _____ Lot Number _____			
	Fire Department _____ County _____			
Project Information	Type of Improvement (<i>check all that apply</i>): <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> New <input type="checkbox"/> 1 family </div> <div> <input type="checkbox"/> Addition <input type="checkbox"/> 2 family </div> <div> <input type="checkbox"/> Alteration <input type="checkbox"/> 3 family </div> <div> <input type="checkbox"/> Repair </div> </div>			
	Project Valuation (<i>required</i>) _____			
	Scope of Work (<i>check all that apply</i>): <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Structural/Floor Plan <input type="checkbox"/> Electrical <input type="checkbox"/> Gas piping <input type="checkbox"/> Foundation start requested </div> <div> <input type="checkbox"/> Site work <input type="checkbox"/> Heating <input type="checkbox"/> Plumbing </div> <div> <input type="checkbox"/> Public sewer tap <input type="checkbox"/> Cooling <input type="checkbox"/> Fire alarm <input type="checkbox"/> Other _____ </div> <div> <input type="checkbox"/> Public water tap <input type="checkbox"/> Ventilation <input type="checkbox"/> Fire suppression </div> </div>			
	Description of Project: _____			
Contacts	Property Owner's Name:		Contractor:	
	Address:		Address:	
	City, State, Zip:		City, State, Zip:	
	Phone number:		Phone number:	
	Fax:		Fax:	
	Email:		Email:	
	Applicant: (circle one)	Owner	Contractor (list contact name below)	Other (complete below information)
	Applicant Contact Name:			
	Company Name:			
	Address:		City, State Zip Code	
	Phone number:		Fax:	
	Email:			

Department Address: 7815 Walton Parkway • New Albany, Ohio 43054 • Phone 614.939.2254

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Project Details				
	# 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				
Total SF				
<p>Work Items (subcontractor form required for all items below)</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Electrical</p> <p>Heating</p> <p>Cooling</p> <p>Gas Piping</p> <p>Plumbing</p> <p>Fire Protection</p> <p>Water Tap Size</p> <p>Water Tap Distance</p> <p>Sewer Tap Size</p> <p>Sewer Tap Distance</p> </div> <div style="width: 45%;"> <p># Panels</p> <p># of Units</p> <p># of Units</p> <p># of Fixtures</p> <p># of Fixtures</p> <p>Yes / No</p> <p># of Feet</p> <p>Water tap size</p> <p># of Feet</p> </div> <div style="width: 10%; border-bottom: 1px solid black;"></div> <div style="width: 10%; border-bottom: 1px solid black;"></div> <div style="width: 10%; border-bottom: 1px solid black;"></div> <div style="width: 10%; text-align: center;"># of Appliances</div> <div style="width: 10%; border-bottom: 1px solid black;"></div> <div style="width: 10%; text-align: center;"> $\frac{3}{4}$" 1" 1½" 2" 3" 4" 6" 8" 10" </div> <div style="width: 10%; border-bottom: 1px solid black;"></div> <div style="width: 10%; text-align: center;"> $\frac{3}{4}$" 1" 1½" 2" 3" 4" 6" 8" 10" Well </div> <div style="width: 10%; border-bottom: 1px solid black;"></div> </div>				
<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> <p>Applicant Signature _____ Date _____</p>				
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> Approved <input type="checkbox"/> Conditional Approval </div> <div style="width: 48%;"> <input type="checkbox"/> Approved <input type="checkbox"/> Conditional Approval </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> <p>Zoning Signature: _____</p> <p>Date: _____</p> </div> <div style="width: 48%;"> <p>Building Signature _____</p> <p>Date _____</p> </div> </div>				
Office Use				

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Community Development Residential Fees 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	135.00	
	Inspection fee	20.00 / fixture	fixtures
	State 1%	.01 of above fees	
Water fees*	¾" Tap fees	175.00	
	¾" 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.	
	¾" Tap fees	130.00	
	¾" New Albany Capacity fee	1522.00	
	¾" 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

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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	135.00	
	Inspection fee	20.00 / fixture	fixtures
	State 1%	.01 of above fees	

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	50.00	
	(if exterior work is completed windows, doors, siding, etc.)		
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

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	State 1% fee	.01 of above fees	
Plumbing	Base fee	135.00	
	Inspection fee	20.00 / fixture	fixture
	Hot Water Tank replacement	60.00	
	Additional Hot Water Tank replacement	15.00 / each	each
	State 1%	.01 of above fees	

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	135.00	
	Inspection fee	20.00 / 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

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