

BUILDING/ZONING PERMIT APPLICATION

Associated BP # _____

1. STREET ADDRESS & SUITE #: _____ (Name of Business)

2. ZONING: _____ OCCUPANCY: _____ PARCEL NUMBER: _____

3. Residential Property (RCO) Commercial Property (OBC)

	NAME	STREET ADDRESS	CITY	STATE	ZIP	PHONE/FAX
OWNER						
CONTRACTOR						
PLANS BY						

4. TYPE OF IMPROVEMENT

- | | | |
|--|---|--|
| <input type="checkbox"/> New Building | <input type="checkbox"/> Garage | <input type="checkbox"/> Deck |
| <input type="checkbox"/> Alteration | <input type="checkbox"/> Hood System | <input type="checkbox"/> Pool (Above-Ground) |
| <input type="checkbox"/> Addition | <input type="checkbox"/> HVAC # of Units: _____ | <input type="checkbox"/> Pool (In-Ground) |
| <input type="checkbox"/> Repair/Replacement | _____ Furnace _____ Air Conditioner | <input type="checkbox"/> Fence |
| <input type="checkbox"/> Change of Use | _____ Commercial _____ Residential | <input type="checkbox"/> Shed |
| <input type="checkbox"/> Change of Occupancy | _____ Replacement _____ New | <input type="checkbox"/> Sign ID: _____ SQ FT: _____ |
| <input type="checkbox"/> Fire Alarm | _____ Electric _____ Gas _____ Oil | <input type="checkbox"/> Wrecking/Moving |
| <input type="checkbox"/> Fire Suppression | _____ New System; drawings & specs required | <input type="checkbox"/> Other (specify) _____ |
| _____ Sprinkler _____ Hood | | |

5. DESCRIPTION OF WORK: _____

6. COST: Estimate cost of construction/improvement for which this application is being made: \$ _____

7. USE OF THIS BUILDING AND PREMISES:

Existing Use: _____ Proposed Use: _____

8. TOTAL FLOOR AREA FOR NEW BUILDINGS/GARAGES/SHEDS/ADDITIONS/DECKS: _____

The owner of this building and undersigned, do hereby covenant and agree with all the laws of the State of Ohio and the ordinances of the City of Norwood pertaining to building(s), and to construct the proposed building(s) or structure(s) or make the proposed change or alteration in accordance with the plans and specifications submitted herewith, and certify that the information and statements given on this application, drawings and specifications to the best of their knowledge, true and correct.

Application by _____ Date: _____
 Owner or Agent's Name (Print & Sign) (phone number)

DO NOT WRITE BELOW THIS LINE
 (Office Use Only)

Required Review/upfront Fee \$ _____
 Permit or Zoning Fee \$ _____
 Fine \$ _____
 OBC 3% (Commercial) \$ _____
 RCO 1% (Residential) \$ _____
Total \$ _____
Balance Due \$ _____

Payment: Cash Check Credit Card Receipt # _____

Plans Examiner Approval: _____ Date Plans Approved: _____

Construction Type: _____ Use Group: _____

Building/Zoning Official Approval _____ Date Permit Issued: _____



Departments of Public Service & Public Safety

NORWOOD CITY HALL
4645 MONTGOMERY ROAD
NORWOOD, OHIO 45212
(513) 458-4500

**BUILDING, HOUSING &
PROPERTY MAINTENANCE**
PHONE (513) 458-4510
FAX (513) 458-4511

FIRE DIVISION
PHONE (513) 458-4550
FAX (513) 458-4551

EMS BILLING
PHONE (513) 458-4554
FAX (513) 458-4551

POLICE DIVISION
PHONE (513) 458-4521
FAX (513) 458-4524

**POLICE RECORDS/
ALARM BILLING**
PHONE (513) 458-4528
FAX (513) 458-4519

PUBLIC WORKS DIVISION
PHONE (513) 458-4615
FAX (513) 458-4622

WATER BILLING DEPT.
PHONE (513) 458-4518
FAX (513) 458-4516

Dear Business Owner,

To efficiently process your sign and /or awning application, the following information needs to be provided on the drawings for the permit process:

- A. A dimensioned Site Plan indicating the specific location of the sign, the width and depth of the lot and the building.
- B. Specifications, dimensions and location of all existing signs on the property.
- C. An elevation drawing indicating the location of the sign when installed on a wall.
- D. Dimensions of the proposed sign and its copy.
- E. The construction of the sign including all new or existing structural foundations, details and connections.
- F. Specifications of any sign illumination. A separate permit is required from the County for all electrical installations.
- G. All drawings are to be signed by their author, the person responsible for their preparation. In accordance with Ohio Law, sign installations requiring a technical analysis are to be prepared by an Ohio Engineer or Architect.

The completed application, four (4) copies of the drawings above, fee* and the 3%* of the fee (totaled below) for the State of Ohio are required at the time you submit for processing.

- each sign under 50 sq.ft = \$66.95
- each sign over 50 sq.ft = \$103.00
- Temporary Signage;
 1. Requires a permit
 2. May total up to 50 sq ft
 3. \$30.90 for 20 days 3 times in a year

Please ask if you have any questions or need assistance

“Gem of The Highlands”