

BUILDING PERMIT APPLICATION

LAKE SENECA PROPERTY OWNERS ASSOCIATION

233 Seneca Dr.
Montpelier, Ohio 43543-9439
Phone 419-485-5995
email: lspoafun@hotmail.com

Owner's Last Name: _____ First Name: _____ Phone Number: _____

Owner's Street Address or Lot # where construction is to occur: _____

PERMIT FOR: NEW HOME CONSTRUCTION _____ **EXISTING HOME REMODEL** _____
GARAGE _____ **OUTBUILDING** _____ **SEPTIC** _____ **SEA WALL** _____ **DECK** _____

OTHER (PLEASE DESCRIBE): _____

1. Please fill out the following application and return it to the LSPOA office with the following information.
 - A. Completed and signed application.
 - B. Plot design showing:
 - a. Lot measurements.
 - b. Location of home, outbuilding if any, measurements from lot lines
 - c. Location of septic tank and leach field
 - C. Blueprint or sketch showing floor plan and measurements of the proposed structure.
 - D. Location of water tap into Aqua Ohio, Inc. water main.
 - E. There is a \$25 permit fee to obtain a permit.
 - F. **For new home construction permits only**, there will be a \$500.00 deposit of which \$450.00 is refundable. The deposit is due when you turn in your building permit for approval. The \$450.00 deposit will be refunded upon inspection of your completed home if all rules and regulations and building codes are followed as well as the deed restrictions. No damage may occur to any Lake Seneca property or equipment during construction time. If any damage does occur, the costs of repairs will be taken from the deposit, or if an additional amount of damage occurs, the applicant will be assessed.
2. The Building & Grounds Trustee will review your application. No work may be performed until the Building Permit Application is approved. You will be issued a signed permission slip and a copy of the completed building permit which will enable you to obtain a Williams County Building permit from the Auditor's Office at the courthouse in Bryan, Ohio.
3. If you are installing a septic system, you must go to the Williams County Health Department to obtain a septic permit. The Williams County Health Department is located at 310 Lincoln Avenue, Montpelier Ohio 43543-9439. Their phone number is 419-485-3141. You must then take your Williams County Health Department septic permit and LSPOA's permission slip to the Williams County Auditor's office located at the Courthouse in Bryan Ohio.
4. There will be two (2) onsite inspections required of all new home constructions. The first to be at the time the foundation is ready for framing, or a modular unit is to be set in place. Foundation Inspection must be done and approved before proceeding with construction. The second to be after construction is completed with all required utilities to be connected and functional. **Please call the LSPOA Office at 419-485-5995 to set up these appointments according to your building progress.**
5. Upon completion of new home construction and final inspection by an Occupancy Inspector or Building & Grounds trustee, a House Inspection Form will be filled out. An Occupancy Inspection must be made prior to living in a newly constructed home. (No occupancy permit will be granted until any damage to Lake Seneca property has been repaired to the satisfaction of the LSPOA Board.)

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Address or Lot Number _____ Membership paid? _____ Building Permit Fee/Deposit Paid? _____

Owner's Last Name _____ First Name _____

Co-Owner's Last Name _____ First Name _____

Owner's mailing address:

Street _____

City _____ State _____ Zip Code _____

Planned start date: _____ Planned completion date: _____ 6-month total on house
1 year for landscaping.

Please note that if longer than 6 months is needed for construction, please contact LSPOA Building and Grounds Trustee.

Builder: Name _____

Address _____

Phone _____

Structure:

House: 1. Is this for a single-family residence? Yes _____ No _____
2. Is there 900 square feet of living floor space? Yes _____ No _____

Outbuilding: 1. Is this the only outbuilding on premise? Yes _____ No _____
2. Will this building be used to house animals? Yes _____ No _____
3. Will this building be used commercially? Yes _____ No _____

Elevation: 1. Will elevation stakes be set prior to construction? Yes _____ No _____

Description:

Type of Siding _____

Style of foundation _____

Total square footage _____

Home Building only - Number of Bedrooms _____

Plot Layout: 1. Is there 10 feet of clearance from lot lines including porches? Yes _____ No _____

2. Is there 50 feet of clearance from high water line of the lake? Yes _____ No _____

Septic System: 1. Is leach field of system within 60 feet of high-water mark? Yes _____ No _____

2. Is 4" PSI rated pipe to run from house to septic? Yes _____ No _____

Name _____

Installer:

Address _____

Phone _____

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Excavator: Name _____
 Address _____
 Phone _____

Please check all that apply:

- _____ Excavation will be completed within one year.
- _____ Excavating for basements, foundations, and /or slabs for buildings.
- _____ Excavating to change the level of waterfront property including any change at or below the waterline.
- _____ Clearing of vegetation adjacent to lake. Explain method to be used to prevent any Erosion into lake.
Explain: _____

- _____ Excavating that changes the contour of any lot resulting in the possibility of change in the direction of water flow over the lot.
- _____ Excavation of ditches.
- _____ Installing culverts for driveways.
- _____ Installing tile to cover roadway ditch, filling in to change contour of ditch.
- _____ Installing tile or culvert where no digging will be required.

Excavating for laying drainage tiles.

Is perforated tile to be used? Yes _____ No _____ If not what will be used?

Is 8-inch diameter tile to be used? Yes _____ No _____

Larger tiles may be required by the Board Member in charge of Buildings & Grounds.

Will ditch fill be at least 4 vertical inches lower than road? Yes _____

Will ditch be seeded? Yes _____

I have reviewed the LSPOA Building Codes and the Williams County Building Codes and attest that my building plans abide with both building codes.

Date _____ Owner's Signature _____

Date _____ Co-owner's Signature _____

BUILDING PERMIT APPLICATION

FOR OFFICE USE ONLY

Modifications needed: _____

Permission to obtain Williams County Building permit is hereby granted by the Lake Seneca Property Owners Association Trustees.

_____ LSPOA Building & Grounds Trustee	_____ Date
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_____ LSPOA Building & Grounds Trustee	_____ Date
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Permission to occupy new residence is hereby granted by LSPOA.

_____ LSPOA Building & Grounds Trustee	_____ Date
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