

# CITY OF MONTGOMERY BUILDING/ZONING PERMIT APPLICATION

FOR INFORMATION CALL:  
 NATIONAL INSPECTION CORPORATION 888-433-4642  
 CITY OF MONTGOMERY 513-891-2424

(CHECK ONE) RESIDENTIAL \_\_\_\_\_ COMMERCIAL \_\_\_\_\_ (Electronic copies preferred, email to communitydevelopment@montgomeryohio.gov)

SITE ADDRESS \_\_\_\_\_ TENANT \_\_\_\_\_

PROJECT DESCRIPTION: \_\_\_\_\_

PLEASE PRINT	NAME	STREET ADDRESS	CITY, STATE, ZIP	PHONE NUMBER & EMAIL
PROPERTY OWNER				
APPLICANT				
CONTRACTOR				
ARCHITECT				

**REVIEW REQUESTED: CHECK ALL THAT APPLY**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> New Construction              | <input type="checkbox"/> Gas Line         | <input type="checkbox"/> Pool (Above Ground)      |
| <input type="checkbox"/> Addition                      | <input type="checkbox"/> Fire Alarm       | <input type="checkbox"/> Pool Removal (In Ground) |
| <input type="checkbox"/> Alteration/Remodel            | <input type="checkbox"/> Fire Suppression | <input type="checkbox"/> Roof Replacement         |
| <input type="checkbox"/> Deck                          | <input type="checkbox"/> Hood Suppression | <input type="checkbox"/> Other _____              |
| <input type="checkbox"/> Shed                          | <input type="checkbox"/> Change of Use    |   |
| <input type="checkbox"/> HVAC                          | <input type="checkbox"/> Signage          |   |
| <input type="checkbox"/> Electrical                    | <input type="checkbox"/> Pool (In Ground) |   |
| <input type="checkbox"/> Electrical Service Size _____ | Line Drawing Required over 400 AMP        |   |

Is this property located in a Floodplain? YES/NO

Total square footage of construction area \_\_\_\_\_ (required) Estimated project cost \_\_\_\_\_ (required)

**COMMERCIAL ONLY:**

USE GROUP \_\_\_\_\_ CONSTRUCTION TYPE \_\_\_\_\_ OCCUPANT LOAD \_\_\_\_\_

All construction plans, specifications, site plans and other materials and information submitted with this application are incorporated into and made part of this application. Applicant acknowledges that the Owner has given Applicant the authority to apply for the building permit and agrees to complete the work in accordance with the terms of the permit and applicable Federal, State and local laws and regulations. It is the responsibility of the Applicant to verify and comply with property lines, easements, rights of way, plat covenants and restrictions of record affecting said property. Applicant will notify the Building Inspector upon start of construction, call for required inspections and not use or occupy the structure until a Certificate of Occupancy or Completion (full or conditional) has been issued by the City. An applicant may be held civilly and criminally liable for knowingly providing fraudulent or incomplete information in an attempt to secure a permit. **I certify that I have examined this application and all information in this application is true and correct.**

Applicant's Name (print): \_\_\_\_\_ Company: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Application Number(s): Building: \_\_\_\_\_ Zoning: \_\_\_\_\_

Conditions: \_\_\_\_\_ Fee: \_\_\_\_\_

Bonds: Right of Way \_\_\_\_\_ Soil and Erosion \_\_\_\_\_ Street Cleaning \_\_\_\_\_

Deposit: \$ \_\_\_\_\_ Received By: \_\_\_\_\_ Plans Sent to:  Building  Fire Department  Engineering  Zoning

**APPROVALS**

\_\_\_\_\_  
Building Department                      Date

\_\_\_\_\_  
Zoning    Date

\_\_\_\_\_  
Fire Department                              Date

\_\_\_\_\_  
Engineering                                      Date

**HVAC & Electrical Permits**

A Building Permit Application for new construction, additions or alterations/remodels may include HVAC and/or Electric; however, the applicant must also provide the name of the HVAC and/or Electric Contractor and must check “HVAC” and/or “Electric” under Permit Type Requested. **The plan reviewer will not review the plans for HVAC and/or Electric approval if the box is not checked.** Commercial HVAC and Electric permits may be applied for separately. Line drawings are required for commercial electric permits and any project over 400 amps at the time of application. Fire Damage Reconnects require an insurance adjustors report. Reconnects require reason for shut-off to be submitted.

**Items required to be submitted for zoning permit. (Specific items may be determined to be inapplicable or unnecessary and may be waived by the Zoning Administrator.)**

1. Electronic copies of detailed site plan, drawn to scale. Site plans should include the following information:
  - a. All lot lines with dimensions.
  - b. Designation of all right-of-ways.
  - c. Designation of any and all easements pertaining to the property or directly abutting the property.
  - d. North arrow and scale.
  - e. Location, setback, and dimensions of the main building, accessory structures, patios, decks, driveways, and other accessory uses.
  - f. Site plans for new houses, or substantial additions (over 400 sq. ft.) shall have a professional surveyor’s stamp.
  - g. Erosion control measures to be maintained during construction, if applicable.
  - h. Percentage of all impervious surface coverage in the front yard on residential lots, if applicable.
  - i. Any additional temporary access drives; location of any and all stockpiles of dirt to be retained and excavated; and location of any dumpsters to be used during construction, if applicable.
  - j. Any other pertinent data as may be required by the Zoning Administrator to determine and provide for the enforcement of this Zoning Code.
2. A pre-construction meeting, when requested by the Zoning Administrator, to discuss and/or clarify plans submitted for review.

**If applicable, upon approval of the zoning permit, the City will notify the applicant of the amount of any erosion or sediment control bond required, a right of way maintenance and repair bond for the value of public improvements in the right of way that may be damaged during construction and a cash bond for street and sidewalk cleaning. All bonds shall be paid prior to the issuance of permit.**

The City of Montgomery does not issue the following permits or approvals. Applicants must secure permits from these agencies directly:

Plumbing Permits	Hamilton County General Health District	513-946-7852
Water Service	Greater Cincinnati Water Works (for most properties)	513-591-7700
Sanitary Sewer Service	Hamilton County Metropolitan Sewer District	513-244-5500
Gas & Electric Service	Duke Energy	513-421-9500

Additional information and forms can be obtained online at [www.montgomeryohio.org](http://www.montgomeryohio.org) or by contacting the Community Development Department at 513-792-8309.