



**City of Oakwood  
PERMIT APPLICATION**

30 Park Avenue Oakwood, OH 45419  
(937) 297-2920 FAX: (937) 297-2940  
[zoning@oakwood.oh.us](mailto:zoning@oakwood.oh.us)

**Permit Fee: \$40.00**  
Cash or Check; Credit Card  
payments can be made via our  
website, [www.oakwoodohio.gov](http://www.oakwoodohio.gov)  
(\$1.95 fee).

**PROJECT ADDRESS** \_\_\_\_\_

**OWNER NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

**PHONE NO.** \_\_\_\_\_

**OCCUPANT (If Different)** \_\_\_\_\_

**PHONE NO.** \_\_\_\_\_

If an owner or lessee of property intends to use a contractor to perform work requiring a permit, the permit application **must** be signed by the contractor.

**PERSON/COMPANY TO PERFORM WORK** \_\_\_\_\_

**CONTACT PERSON** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

**PHONE NO.** \_\_\_\_\_

**DESCRIPTION OF PROJECT:** (Use back page for plot plan or attach drawing)

\_\_\_\_\_  
\_\_\_\_\_

**ESTIMATED COST OF PROJECT:** \_\_\_\_\_

**Please Read Carefully:** The applicant certifies as to the accuracy of the information provided herein and that the work will be done in accordance with all city ordinances.

**IT IS INCUMBENT UPON THE APPLICANT TO OUTLINE ALL PROPOSED WORK. ADDITIONAL PERMITS MAY BE REQUIRED DEPENDING UPON THE SCOPE OF THE PROJECT. PERMITS MUST BE POSTED AT THE SITE SO AS TO BE EASILY SEEN FROM THE STREET. CONTRACTORS ARE RESPONSIBLE FOR DAILY REMOVAL OF ALL CONSTRUCTION-RELATED DEBRIS FROM THE PUBLIC STREET OR RIGHT-OF-WAY.**

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

**APPLICATION STATUS: (INTERNAL USE ONLY)**

- \_\_\_\_\_ Permitted Use
- \_\_\_\_\_ Requires Special Use Approval
- \_\_\_\_\_ Requires Conditional Use Approval
- \_\_\_\_\_ Requires a Variance

Permit Number \_\_\_\_\_  
 Date of Permit \_\_\_\_\_  
 Expiration of Permit \_\_\_\_\_  
 Cost \_\_\_\_\_

**GENERAL GUIDELINES:** Below is a brief summary of guidelines for frequently issued permits. This list is not intended to be inclusive. There may be additional requirements to be met, depending upon the scope of the project. Information on permit requirements for other improvements is available upon request.

**CONCRETE, BRICK, ASPHALT, PAVERS AND RELATED WORK:** A permit is required for replacing or adding impervious surface. In those instances where an applicant is adding impervious surface, a plot plan must be submitted showing the lot size, distance from the house to the lot lines, and, the dimensions of any accessory structures and/or existing impervious surfaces. Trench drains are required when a project entails adding 350 s.f. or more of new impervious surface. If a drainage study is required, the cost, including review of the study by the city, is the responsibility of the owner. The drainage study shall be prepared and signed by a civil engineer licensed by the State of Ohio with substantial experience in drainage matters.

All concrete work requires separate form and final inspections. Driveway aprons and sidewalks transversing the driveway shall have a minimum concrete thickness of 6 inches. All other public sidewalks shall have a minimum concrete thickness of 4 inches. Any construction in the city right-of-way must be protected by barricades or safety cones and tape. Driveway aprons may be no larger than 15 feet in width at the street. The maximum permitted width of a driveway is 12 feet.

**Note:** Contractors working in the Right-of-Way must be licensed by the City of Oakwood.

**FENCES:** Fences must be constructed of wrought iron (steel or aluminum formed and colored in style similar to wrought iron is acceptable) or wood. Wood fences may only be constructed of cedar, redwood, or pressure treated southern pine. Fences of synthetic or composite materials that have the functional equivalence of natural or traditional materials may be substituted for wrought iron or wood. Such synthetic or composite fences shall conform to requirements and standards adopted by the city. Maximum fence heights are as follows: front or corner side yards – three and one-half (3 ½) feet and 50% open; interior side yards – five (5) feet; and rear yards – six (6) feet. All fence posts and structural members must be placed on the inside of the fence facing away from abutting property owners.

**Note:** Fence heights are measured from ground level to the highest point of the fence. Decorative knobs may not extend more than six (6) inches above the top of the fence.

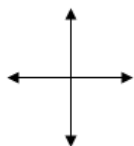
**CONDENSERS, HEAT PUMPS, GENERATORS & POOL EQUIPMENT:** May only be placed in corner side yards, side yards and rear yards. Those units located in corner side yards or side yards must meet the minimum setback requirement for that zoning district. **Requires obtaining additional permit from Kettering Building Dept. Contact (937) 296-2441.**

**STORAGE SHEDS/PLAY STRUCTURE:** May only be placed in the rear yard and shall not exceed 12 feet in height and must meet the minimum setback requirement for that zoning district.

By law, everyone MUST contact the **Ohio Utilities Protection Service, 1-800-362-2764 or 8-1-1**, at least 48 hours but no more than 10 working days (excluding weekends and legal holidays) before beginning ANY digging project.

**YOU MUST ALSO CALL OAKWOOD PUBLIC WORKS TO MARK WATER LINES – 937-298-0777**

Is the house located on a corner or interior lot (circle one)? In the space below, or on an attached drawing, sketch the house, all accessory structures, and any area(s) of improvement. Include distance to property lines. This plot plan represents the lot of the referenced property.



Indicate North

FOR OFFICE USE ONLY

Approved By: \_\_\_\_\_

Comments: \_\_\_\_\_

Revised 10/2020

Date: \_\_\_\_\_