



**City of Oberlin**  
**Residential Permit Application**

69 South Main Street, 2nd Floor – Oberlin, OH 44074 Phone (440) 775-7182  
sphillips@cityofoberlin.com

Permit # \_\_\_\_\_

*Job Address _____	
*Property Owner _____	*Phone _____ Email _____
*Mailing Address (if same as Job Address, Leave Blank) _____	
*General Contractor (if homeowner, please complete homeowner affidavit on back) _____	*Phone _____ Mobile _____
*Electrical Contractor _____	*Phone _____ Mobile _____
*Plumbing Contractor _____	*Phone _____ Mobile _____
*Mechanical Contractor _____	*Phone _____ Mobile _____

Distance to Property Lines (closest structure, including decks and covered patios):				Corner Lot?
N _____	E _____	S _____	W _____	Yes / No
Required setbacks/offsets (Office use only):				Walkout Bsmt?
N _____	E _____	S _____	W _____	Yes / No

Type of Improvement	Square Footage Applicant complete:	Total Valuation (Materials & labor)	FEES: (For Office Use Only)
<input type="checkbox"/> New Single Family Dwelling <input type="checkbox"/> New Accessory Structure <input type="checkbox"/> Addition <input type="checkbox"/> Alteration/Remodel <input type="checkbox"/> Accessory Structure Alteration <input type="checkbox"/> Pool/Hot Tub <input type="checkbox"/> Deck/Patio/Porch/Fence <input type="checkbox"/> Doors/Siding/Windows <input type="checkbox"/> Roofing <input type="checkbox"/> Demolition <input type="checkbox"/> Driveway/Service Walks <input type="checkbox"/> Insulation <input type="checkbox"/> Solar PV Installation <input type="checkbox"/> Waterproofing  <b>**Mechanical Trades</b> <input type="checkbox"/> Electrical Work <input type="checkbox"/> Plumbing Work <input type="checkbox"/> Mechanical Work <input type="checkbox"/> Other _____	Main Floor: _____ Add. Floors: _____ UF Basement: _____ Fin. Basement: _____ Crawlspace: _____ Covered Porch: _____ Decks: _____ Garage: _____ Accessory Structure _____  <b>Note:</b> New Homes and additions over 1,000 sf see back for storm drain submittal requirements.	\$ _____  <b>Type of Construction</b> <input type="checkbox"/> Wood Frame <input type="checkbox"/> Structural Steel <input type="checkbox"/> Other _____  Type of Heat _____ Type of Mechanical _____ Type of Sewage Disposal <input type="checkbox"/> Public <input type="checkbox"/> Septic Water Supply: <input type="checkbox"/> Public <input type="checkbox"/> Other  # Bedrooms _____ # Baths Full _____ 3/4 _____ 1/2 _____	<input type="checkbox"/> Building Fees \$ _____ <input type="checkbox"/> Electric Fees \$ _____ <input type="checkbox"/> Mechanical Fees \$ _____ <input type="checkbox"/> Plumbing Fees \$ _____ <input type="checkbox"/> Miscellaneous Fees \$ _____ <input type="checkbox"/> Plan Review Fees \$ _____ <input type="checkbox"/> 1% OBBS Fees \$ _____ <b>Total Fees</b> \$ _____

**\*\*DESCRIPTION:** Describe in detail the proposed use, type of construction, dimension, square footage, and materials, etc.

\_\_\_\_\_

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**Notice**

The applicant, his agents and employees shall comply with all the rules, restrictions and requirements of the City and Building Codes governing location, construction, and erection of the above proposed work for which the permit is granted. The City or its agents are authorized to order the immediate cessation of construction at anytime a violation of the codes or regulations appears to have occurred. Violation of any of the applicable codes or regulations may result in the revocation of this permit.

Buildings MUST conform with plans, as submitted to the City. Any changes of plans or layout must be approved prior to the changes being made. Any change in the use or occupancy of the building or structure must be approved prior to proceeding with construction.

The applicant is required to call for inspections at various stages of the construction, and in accordance with the aforesaid requirement, the applicant shall give the building inspector not less than one working day's notice to perform such activities.

In the event construction is not commenced within 365 days of issuance of this permit, then the same is automatically void. Cessation of work for a period of 365 continuous days shall also cause this permit to be void. Permits are not transferrable.

I hereby certify 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 an authorized agent, and agree to conform to all applicable laws of the State of Ohio. All information submitted on this application is accurate to the best of my knowledge.

**Signature of Applicant _____	**Date _____
Approved by Building Dept. _____	Date _____
**Homeowner affidavit on back must be signed if homeowner doing work on their own home.	

**SUBMITTAL REQUIREMENTS:**

**CONSTRUCTION DRAWINGS:**

**Single Family and Two-Family residential building permits** - Submit 2 complete sets of construction drawings (including engineered, stamped foundation plans) and 2 plot plans as specified below.

**Residential Additions, Decks, Covered Patios, Basement Finishes** - 2 complete sets of construction drawings – see below if 2 copies of a plot plan would be required for your project.

**PLOT PLANS:** The purpose of a **PLOT PLAN** is to make sure that the applicant does not place a structure within a utility easement or violate the City’s location regulations. Failure to attach a complete **PLOT PLAN** to the Building Permit Application will result in the permit not being processed. If a plot plan is necessary, you must also complete the **DISTANCE TO PROPERTY LINES** section of the building permit application. Delays in construction time and possible removal of a structure can result from incomplete or incorrect **APPLICATION** and **PLOT PLAN** submittals.

**YOU NEED A PLOT PLAN IF ANY OF THE FOLLOWING IS TRUE FOR YOUR PROJECT:**

You are adding on to an existing structure. This means the addition of a room, garage, patio, deck, porch, etc.

You are placing a new structure on the lot. This includes a storage shed, play house or detached garage.

You are removing an existing structure and replacing it with a new one. A plot plan is still required even if the new structure is to be placed exactly in the same position as the one removed.

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**INFORMATION AND CLARIFICATION OF THE BUILDING PERMIT APPLICATION FORM:**

- Complete all of the sections of the **BUILDING PERMIT APPLICATION** as they pertain to your project.
- Please provide a **TELEPHONE NUMBER** where you can be reached during the day during regular business hours.
- Provide a complete **JOB SITE ADDRESS** and/or **DIRECTIONS** to the site if the address is inadequate.
- **TOTAL VALUE OF IMPROVEMENTS** means the fair market value of the dollar amount you would pay a contractor for materials and labor, regardless of whether or not you will be doing the work yourself.
- **DESCRIBE** the project you are working on in such detail that the reader can clearly understand your project without having the building plans in hand.
- **SIGN AND DATE** the application.

**NOTICE**

All buildings must conform with the adopted Ohio Building Codes and the City of Oberlin regulations. Building permits are not transferable. Buildings must conform with plans, as submitted to the City. Any changes of plans or layout must be approved prior to the changes being made. A **FINAL INSPECTION** must be made within two (2) years of the date the permit was issued or a new permit must be obtained. Any change in the use or occupancy of a building or structure must be approved prior to proceeding with construction. SAFEbuilt, Inc. and the City of Oberlin are not liable for workmanship. In the event construction is not started within 6 months of the issuance of the permit, then the permit is automatically void. If no work is performed for a period of 365 continuous days, this shall also cause the permit to be void. In order to verify progress of work, an inspection is required. Permits are not transferable. Fees on voided permits are non-refundable.

Once a permit is considered void, all fees paid for that permit are non-refundable. A new permit must be obtained to complete the original construction and full, current building permit fees must be paid prior to issuance.

If you have any questions concerning the **BUILDING PERMIT APPLICATION**, **BUILDING CODE RESTRICTIONS**, or **PROPER CONSTRUCTION PROCEDURE**, call the City of Oberlin at (440) 775-7182 or e-mail questions to [sphillips@cityofoberlin.com](mailto:sphillips@cityofoberlin.com) before you begin.

**HOMEOWNER AFFIDAVIT:**

I certify that I am the legal owner of the property listed on this permit application where repairs/alteration are being performed. I further state I will physically be performing this work, and any sub-contractor working for me will be registered to work in the City of Oberlin. I understand that I will be ultimately responsible for all work being done in accordance with the applicable codes.

Signature: \_\_\_\_\_

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