



**Commercial Permit Application**  
 69 South Main Street, 2<sup>nd</sup> Floor, Oberlin, OH 44074  
 Phone (440) 775-7182  
[sphillips@cityofoberlin.com](mailto:sphillips@cityofoberlin.com)

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

Job Address \_\_\_\_\_

Property Owner \_\_\_\_\_

Phone \_\_\_\_\_  
 Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

General Contractor \_\_\_\_\_

Phone \_\_\_\_\_  
 Mobile \_\_\_\_\_

GC Mailing Address \_\_\_\_\_

License # \_\_\_\_\_  
 Email \_\_\_\_\_

Electrical Contractor \_\_\_\_\_

Phone \_\_\_\_\_  
 Mobile \_\_\_\_\_

EC Mailing Address \_\_\_\_\_

License # \_\_\_\_\_  
 Email \_\_\_\_\_

Plumbing Contractor \_\_\_\_\_

Phone \_\_\_\_\_  
 Mobile \_\_\_\_\_

PC Mailing Address \_\_\_\_\_

License # \_\_\_\_\_  
 Email \_\_\_\_\_

Mechanical Contractor \_\_\_\_\_

Phone \_\_\_\_\_  
 Mobile \_\_\_\_\_

MC Mailing Address \_\_\_\_\_

License # \_\_\_\_\_  
 Email \_\_\_\_\_

**Type of Improvement**

- New Construction
- Accessory Structure
- Addition
- Alteration/Remodel
- Accessory Structure Alteration
- Pool
- Roofing
- Demolition
- Parking Lots

**Mechanical Trades**

- Electrical Work
- Plumbing Work
- Mechanical Work
- Fire Alarm
- Fire Suppression
- Commercial Hood
- Other \_\_\_\_\_

**Square Footage** Applicant complete:

Main Floor: \_\_\_\_\_  
 Add. Floors: \_\_\_\_\_  
 UF Basement: \_\_\_\_\_  
 Fin. Basement: \_\_\_\_\_  
 Garage: \_\_\_\_\_  
 Accessory Structure \_\_\_\_\_

**Electrical Equip:** \_\_\_ outlets  
 \_\_\_ fixtures \_\_\_ generators  
 \_\_\_ motors \_\_\_ service panels

**Total Valuation (Materials & labor)**

\$ \_\_\_\_\_

**Use Group:** \_\_\_\_\_  
**Construction Type:** \_\_\_\_\_  
**Zoning District:** \_\_\_\_\_  
**Parcel #** \_\_\_\_\_  
**Sub Lot #** \_\_\_\_\_

**Lot width** \_\_\_\_\_ **Depth** \_\_\_\_\_

**Setbacks:** Front \_\_\_\_\_ Rear \_\_\_\_\_  
 Side \_\_\_\_\_ Side \_\_\_\_\_

**FEES: (For Office Use Only)**

- Plan Review Fees  
\$ \_\_\_\_\_
- Building Fees  
\$ \_\_\_\_\_
- Electric Fees  
\$ \_\_\_\_\_
- Mechanical Fees  
\$ \_\_\_\_\_
- Plumbing Fees  
\$ \_\_\_\_\_
- 3% OBBS Fees  
\$ \_\_\_\_\_
- Total Fees**  
\$ \_\_\_\_\_

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

**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 \_\_\_\_\_

**SUBMITTAL REQUIREMENTS:**

**CONSTRUCTION DRAWINGS:**

**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, etc.

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

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 [buildingofficial@cityofoberlin.com](mailto:buildingofficial@cityofoberlin.com) before you begin.