

# CITY OF NORWOOD

Permit No. \_\_\_\_\_

4645 Montgomery Road, Norwood, Ohio 45212

Phone 513-458-4510 Fax 513-458-4511

## BUILDING/ZONING PERMIT APPLICATION

Associated BP # \_\_\_\_\_

1. STREET ADDRESS & SUITE #: \_\_\_\_\_ (Name of Business)

2. ZONING: \_\_\_\_\_ OCCUPANCY: \_\_\_\_\_ PARCEL NUMBER: \_\_\_\_\_

3.  Residential Property (RCO)  Commercial Property (OBC)

	NAME	STREET ADDRESS	CITY	STATE	ZIP	PHONE/FAX
OWNER						
CONTRACTOR						
PLANS BY						

### 4. TYPE OF IMPROVEMENT

- New Building
- Alteration
- Addition
- Repair/Replacement
- Change of Use
- Change of Occupancy
- Fire Alarm
- Fire Suppression
- Garage
- Hood System
- HVAC # of Units: \_\_\_\_\_
- \_\_\_\_Furnace      \_\_\_\_Air Conditioner
- \_\_\_\_Commercial      \_\_\_\_Residential
- \_\_\_\_Replacement      \_\_\_\_New
- \_\_\_\_Electric      \_\_\_\_Gas      \_\_\_\_Oil
- \_\_\_\_New System; drawings & specs required
- Deck
- Pool (Above-Ground)
- Pool (In-Ground)
- Fence
- Shed
- Sign ID:\_\_\_\_ SQ FT: \_\_\_\_\_
- Wrecking/Moving
- Other (specify) \_\_\_\_\_

5. DESCRIPTION OF WORK: \_\_\_\_\_

6. COST: Estimate cost of construction/improvement for which this application is being made: \$ \_\_\_\_\_

### 7. USE OF THIS BUILDING AND PREMISES:

Existing Use: \_\_\_\_\_  Proposed Use: \_\_\_\_\_

8. TOTAL FLOOR AREA FOR NEW BUILDINGS/GARAGES/SHEDS/ADDITIONS/DECKS: \_\_\_\_\_

The owner of this building and undersigned, do hereby covenant and agree with all the laws of the State of Ohio and the ordinances of the City of Norwood pertaining to building(s), and to construct the proposed building(s) or structure(s) or make the proposed change or alteration in accordance with the plans and specifications submitted herewith, and certify that the information and statements given on this application, drawings and specifications to the best of their knowledge, true and correct.

Application by \_\_\_\_\_ Date: \_\_\_\_\_

Owner or Agent's Name (Print & Sign) (phone number)

### DO NOT WRITE BELOW THIS LINE

(Office Use Only)

Required Review/upfront Fee \$ \_\_\_\_\_

Permit or Zoning Fee \$ \_\_\_\_\_

Fine \$ \_\_\_\_\_

OBC 3% (Commercial) \$ \_\_\_\_\_

RCO 1% (Residential) \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Balance Due \$ \_\_\_\_\_

Payment: Cash Check Credit Card Receipt # \_\_\_\_\_

Plans Examiner Approval: \_\_\_\_\_ Date Plans Approved: \_\_\_\_\_

Construction Type: \_\_\_\_\_ Use Group: \_\_\_\_\_

Building/Zoning Official Approval \_\_\_\_\_ Date Permit Issued: \_\_\_\_\_



## Departments of Public Service & Public Safety

**NORWOOD CITY HALL**  
4645 MONTGOMERY ROAD  
NORWOOD, OHIO 45212  
(513) 458-4500

**BUILDING, HOUSING &  
PROPERTY MAINTENANCE**  
PHONE (513) 458-4510  
FAX (513) 458-4511

**FIRE DIVISION**  
PHONE (513) 458-4550  
FAX (513) 458-4551

**EMS BILLING**  
PHONE (513) 458-4554  
FAX (513) 458-4551

**POLICE DIVISION**  
PHONE (513) 458-4521  
FAX (513) 458-4524

**POLICE RECORDS/  
ALARM BILLING**  
PHONE (513) 458-4528  
FAX (513) 458-4519

**PUBLIC WORKS DIVISION**  
PHONE (513) 458-4615  
FAX (513) 458-4622

**WATER BILLING DEPT.**  
PHONE (513) 458-4518  
FAX (513) 458-4516

When a business locates in the City and wishes to occupy an existing building, 3 sets of drawings of the following documentation are needed:

- All information provided for review needs to be prepared by an Architect or Engineer certified and registered by the State of Ohio.
- A full description of the business and the use of the building needs to be provided.
- A site plan needs to be provided.
- A floor plan of each floor level needs to be provided of the business. The floor plan is to identify all new and proposed conditions and construction. The uses of all rooms and spaces are to be specified. All interior finishes and materials are to be specified. Emergency exit signs and lights are to be located. The heating and ventilation system is to be specified.
- All plans need to be legible, drawn to scale and dimensioned. All new construction is to be specified and detailed. All new construction, equipment and finishes are to be installed as required by the building and fire codes. Any construction, equipment or conditions that are hazardous will need to be corrected.
- The plans and documents provided will be reviewed for conformance to the zoning and building codes. A written review will be provided to the applicant if there are deficiencies with the plans. A zoning permit, and building permit when needed, will be issued when the plans are approved. Construction may begin after the permits are issued. Plumbing and electric work require separate permits from County agencies. The construction work and existing conditions will then be inspected and when approved, a Certificate of Occupancy will be issued.

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Businesses that are a change in use as defined in the Ohio Building Code are referred to the Building Code to determine applicable requirements. The requirements are not prohibitive; they exist to protect life and property.

*"Gem of The Highlands"*