City of Bay Village **Commercial Permit** Permit # _____

350 Dover Center Rd – Bay Village, OH, 44140 Phone (440) 871-2200 www.cityofbayvillage.com

Job Address	
Property Owner	Phone Email
Mailing Address	
General Contractor (if homeowner, please complete homeowner affidavit on back)	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

Distance to Property Lines (closest structure, including decks and covered patios):
N _____ E _____ S _____ W _____

Corner Lot?
Yes / No

Required setbacks/offsets (**Office use only**):
N _____ E _____ S _____ W _____

Walkout Bsmt?
Yes / No

Type of Improvement
- ☐ New Commercial Building
- ☐ New Accessory Structure
- ☐ Alteration/Tenant Finish
- ☐ Addition
- ☐ Accessory Structure Alteration
- ☐ Pool / Hot Tub
- ☐ Retaining Wall
- ☐ Demolition

Mechanical Trades
- ☐ Electrical Work Only
- ☐ Plumbing Work Only
- ☐ Mechanical Work Only
- ☐ Other _____

Square Footage (Must be completed by applicant):

Main Floor: _____

Add. Floors: _____

Other: _____

* New Commercial Buildings and additions over 1,000 SF see back for storm drain submittal requirements.

Business Name:

_____

Total Valuation (Materials & labor)

$ _____

Type of Construction
- ☐ Wood Frame
- ☐ Structural Steel
- ☐ Other _____

Type of Heat_____
Type of Mechanical_____
Type of Sewage Disposal
☐ Public ☐ Septic
Water Supply:
☐ Public ☐ Other _____

FEES:
- ☐ Permit Fee $ _____
- ☐ Plan Review $_____
- ☐ Trade Fees $_____
- ☐ Site Fees $ _____
- ☐ C/O C/C Fee $_____
- ☐ Other $_____

(Check box when paid)
Total Fees
$_____

Miscellaneous:
Total Land Area _____
Number of stories _____
Building Height _____
Parking Spaces _____

Other Information: 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	**Please see storm water drainage submittal requirements and verification on page 2
Approved by Building Dept. Date	Approved by Service Dept. Date

SUBMITTAL REQUIREMENTS:

CONSTRUCTION DRAWINGS:

Commercial, Industrial or Multi-Family Residences - Submit (5) complete sets of stamped construction drawings, and (5) complete sets of approved Planning Department site plans (including all pages of the site plan on record with the City of Bay Village).

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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