



City of Bay Village

BUILDING DEPARTMENT
350 DOVER CENTER ROAD
BAY VILLAGE, OHIO 44140
440.899.3400

HOMEOWNER PERMIT & PLAN REVIEW APPLICATION

I certify that I am the **legal owner and resident** of the below premises where repairs or alterations are performed. I further state that I **will physically** be performing this work, and any sub-contractor working for me will be registered to work in the City of Bay Village. I understand that I will be ultimately responsible for all work being done in accordance with applicable codes.

Homeowner's Name: _____ Phone # _____

Job Address: _____

Description of work: _____

Is this new or replacement work: _____

Type of structure, Addition or Alteration: _____

Are there new or replacement Doors or Windows: _____

Value or Estimated Cost of the Job: _____ Sq. Ft. _____

Permit Types needed: Building _____ Electrical _____ Plumbing _____ HVAC _____

List company name of Subcontractors doing work. Subcontractors are required to obtain own permit.

Electrical: _____ Plumbing: _____

HVAC: _____ Other: _____

- Two sets of drawings must be submitted with the application for **Residential plan review** and approval.
- Plan review fees are charged for new residential construction and additions over 200 sq. ft.
- Return the application with the required amount of complete construction drawings and an accurate plot plan. Include any gas wells on the property and their status on the drawings.
- For lakefront property, the exact location of the coastal Erosion Area (CSEA) must be shown on drawings.

No construction may begin until permits have been issued by the Building Department.

Signature: _____ Date: _____

Print Name: _____ Email Address: _____

Permit # _____ Intent Issued: _____