



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 and obtain own permit. I understand that I will be ultimately responsible for all work being done in accordance with applicable codes.

Permit # _____

Job Address: _____

Job Description: _____

Is this new or replacement work: _____

Are there new or replacement Doors or Windows: _____

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

Homeowner's Name: _____

Homeowners Email Address: _____ Phone: _____

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 of Applicant

Print Name

Date

Intent to Build Date Issued: _____ Date Intent Verified: _____