

APPLICATION FOR COMMERCIAL BUILDING PERMIT



CITY OF MIDDLEBURG HEIGHTS Division of Building

15700 BAGLEY ROAD, MIDDLEBURG HEIGHTS, OHIO 44130

Phone (440) 234-2218 • Fax (440) 234-9092

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TO THE BUILDING COMMISSIONER:

With this detailed application and plans, I _____, hereby make application for the construction as described in detail below at the location given. The acceptance of the permit herein applied for shall constitute an agreement on the part of the undersigned to abide by all conditions therein contained and to comply with all ordinances of the City of Middleburg Heights and the laws of the State of Ohio relating to the work to be done there under and said agreement is a condition of said permit. Furthermore, I agree to notify the Building Department for inspections as follows: FOOTER BEFORE POURING; FRAMING; ELECTRICAL WIRING, PLUMBING, HEATING PIPES, ETC. BEFORE COVERING; FOUNDATIONS AND DRAINS BEFORE BACKFILLING; AND FINAL FOR OCCUPANCY.

ADDRESS _____ PHONE # _____

TENANT NAME _____ SUITE/UNIT # _____

PROPERTY OWNER NAME _____

PROPERTY OWNER ADDRESS _____

PERMANENT PARCEL NUMBER _____ - _____ - _____

Plan Submittal Information

Architect/Plans Author: _____ Phone # _____

Architect E-mail (to assist with correspondence) _____

Mechanical Engineer _____ Phone # _____

Electrical Engineer _____ Phone # _____

Civil Engineer _____ Phone # _____

NOTE: BEFORE ANY JOB IS STARTED, ALL CONTRACTORS MUST BE REGISTERED AND A PERMIT MUST BE APPROVED AND ISSUED. ANY JOB STARTED BEFORE APPROVAL AND ISSUANCE OF A PERMIT SHALL BE SUBJECT TO A PENALTY.

GENERAL CONTRACTOR _____

CONTRACTOR AGENT _____ CELL # _____

CONTRACTOR ADDRESS _____

CONTRACTOR PHONE # _____ FAX # _____

E-MAIL ADDRESS _____

AUTHORIZED SIGNATURE _____

I HEREBY APPROVE THE ABOVE APPLICATION FOR A PERMIT TO PERFORM THE ABOVE DESCRIBED WORK SUBJECT TO THE REQUIRED APPROVED DRAWINGS.

BUILDING COMMISSIONER

DATE

COMMERCIAL BUILDINGS – CHECK ALL THAT APPLY:

- | | | |
|---|--|-------------------------------------|
| <input type="checkbox"/> NEW CONSTRUCTION | <input type="checkbox"/> EXTERIOR ALTERATION | <input type="checkbox"/> ADDITION |
| <input type="checkbox"/> TENANT IMPROVEMENT | <input type="checkbox"/> INTERIOR ALTERATION | <input type="checkbox"/> SHELL ONLY |
| <input type="checkbox"/> TENANT BUILD-OUT | <input type="checkbox"/> CHANGE OF OCCUPANCY | |

USE GROUP _____ ZONING DISTRICT _____
TYPE OF CONSTRUCTION _____ SQUARE FOOTAGE OF BLDG _____
BUILDING CONSTRUCTION _____ ROOFING MATERIAL _____
FOUNDATION SIZE _____ LOT SIZE _____
NUMBER OF FLOORS _____ TOTAL NUMBER OF SUITES _____
FIRE PROTECTION N/A REQUIRED (if checked, use separate application)

JOB DESCRIPTION

DESCRIBE FULLY: _____

ESTIMATED CONSTRUCTION COST:

BUILDING	\$	_____
ELECTRICAL	\$	_____
PLUMBING	\$	_____
HVAC	\$	_____
TOTAL	\$	_____

SUBMIT WITH APPLICATION:

TENANT SPACE	4 PLANS \$500 PLAN EXAM DEPOSIT
ADDITION TO BUILDINGS	4 PLANS 4 SITE PLANS \$500 PLAN EXAM DEPOSIT
NEW BUILDINGS	4 CONSTRUCTION PLANS 7 SITE IMPROVEMENT PLANS \$1000 PLAN EXAM DEPOSIT STORM WATER CONTROL ESTIMATE \$_____

General Information

- * All construction documents must conform to the requirements of Chapter 106 of the Ohio Basic Code.
- * All commercial building plans must comply with current Ohio building codes as well as the Middleburg Heights Zoning and Codified Ordinances.
- * All drawings must be prepared in ink or equivalent
- * Plans must list tenant name, address of building, floor and suite/unit number
- * Drawings may need to be signed/sealed by a registered design professional licensed in the state of Ohio
- * Architectural plans must show dimensions and use of all rooms; include occupant loads
- * All exits must be noted
- * Identify existing and new electric panels, equipment and exit/emergency lights
- * If applicable, duct layout for mechanical system must be shown. Plans are not required if there are no alterations to existing mechanical system and/or tenant walls or partitions.
- * Identify existing and new plumbing facilities and fixtures; include riser diagrams for all new fixtures. include backflow preventers and other water control equipment.
- * Show locations of all connections between new and existing piping
- * For our records, we encourage a PDF of the final set of approved documents

CONTRACTORS

General/Builder

Name _____

Address _____

Phone _____

Asphalt/Paving

Name _____

Address _____

Phone _____

Carpentry

Name _____

Address _____

Phone _____

Concrete

Name _____

Address _____

Phone _____

Drywall

Name _____

Address _____

Phone _____

Electrical

Name _____

Address _____

Phone _____

Excavation

Name _____

Address _____

Phone _____

HVAC

Name _____

Address _____

Phone _____

Insulation

Name _____

Address _____

Phone _____

Landscaping

Name _____

Address _____

Phone _____

Masonry/Foundation

Name _____

Address _____

Phone _____

Plumbing

Name _____

Address _____

Phone _____

Roofing

Name _____

Address _____

Phone _____

Siding

Name _____

Address _____

Phone _____

Structural Steel

Name _____

Address _____

Phone _____

OTHER

Name _____

Address _____

Phone _____