

ZONING PERMIT / CERTIFICATE APPLICATION

LOCATION			
Address		PPN	
Zoning		PPN	

CONTACTS			
PROPERTY OWNER / UTILITY COMPANY		APPLICANT / CONTRACTOR (IF NOT OWNER)	
Name		Name	Firm
Address		Address	Registration:
City/Zip		City/Zip	
Phone		Phone	
Email		Email	

PROJECT – Property map and/or sketch required with all applications. See page 2 for General Conditions.

MISCELLANEOUS – NO PC/ABR REQUIRED			PC/ABR OR MINOR ALTERATION APPROVAL REQUIRED		
Type	Fee / Bond	Provide location, quantity, area, and/or dimensions of project	Type	Fee / Bond	Provide location, quantity, area, and/or dimension of project
A Apron	\$50		K Principal Bldg/Add'n	Vary	
B Bsmt Waterproof'g	\$50		L Accessory (>200 sf)	\$75	
C Demolition	\$50		M Accessory (<200 sf)	\$75	
D Drive Culvert	\$50		N Deck	\$75	
E Excavat'n / Hauling	\$75 + Bond		O Driveway / Parking	\$50	
F Roofing	\$50		P Fence / Wall	\$50	
G Siding	\$50		Q Signs	\$50	
H Street Opening	\$75 + Bond		R Pool – Below Grnd	\$50	
I Pool – Above Grnd	\$75		S Protected Area	\$75	
J Window(s)	\$50		T Zoning Certificate	\$50	
Other			Other		

Notes:

Valuation of Work:

SIGNATURES

The applicant agrees to conform to all applicable local, state, and federal codes and requirements, and to coordinate required inspections. Failure to do so may result in fines, penalties, or registration revoked. Attach Homeowner's Acknowledgement if applicant is homeowner.

Applicant (Print Name)	Approved By (Print Name)	Amt Rec'd	By
Signature & Date	Signature & Date	Cash/Chk	Permit

ZONING PERMIT / CERTIFICATE GENERAL CONDITIONS

- A. Aprons (909.08, 1129.08(c), 1153.13, 1157.13)
Aprons shall be minimum six (6) inches of Class 'C' in residential and eight (8) inches in non-residential.
Required Inspections: Pre & Post-pour
- B. Basement Waterproofing (1303)
Basement waterproofing shall conform to Residential Code of Ohio. Applicant shall be responsible for performing dye test, providing written certification, and correcting problems.
Required Inspections: Pre & Post-backfill
- C. Demolition (1127.13)
Demolition of buildings shall be in accordance with City Standards. Storm and sanitary laterals shall be plugged & inspected prior to building demolition. OEPA Asbestos Form is required. Permit from County required also.
Required Inspections: Sewer plugs & Final Restoration
- D. Drive Culvert (909)
Drive culverts shall be minimum 12-inch PVC SDR-35, HDPE, CMP, or concrete, unless otherwise approved by the City Engineer. Extension of culverts beyond the apron is only allowed with City Engineer approval & per City Standards.
Required Inspections: Pre & Post-Backfill
- E. Excavating / Hauling (1339, 1365)
Excavating includes septic systems, ponds, sewers, drainage, and re-grading. A bond or deposit may be required as determined by the City Engineer based on work type & scope.
Required Inspections: Sediment Control & Final Restoration
- F. Roofing (1303)
Roofing shall conform to RCO and generally match existing color and style. No more than 2 layers of roofing permitted, otherwise tear-off. Gutters, downspouts, and ventilation shall be maintained or added if insufficient. Permit from County required if wood or structural repairs are being made.
Required Inspections: Ice Guard & Final
- G. Siding (1303)
Siding shall conform to Residential Code of Ohio and generally match existing color and style. Indicate siding material, fastening method (staple/nail), and whether insulation is being added/replaced.
Required Inspections: Exposed & Final
- H. Street Excavations (905)
Street excavations shall only be permitted upon approval of the City Engineer. Restoration shall be in accordance with City Standards. Bond or Deposit required.
Required Inspections: Final Restoration
- I. Pool – Above Ground (1133.10, 1157.06)
Above ground pools shall include safety protective barrier per IRC Section AG105. Electrical permit from County Required.
Required Inspections: Stake-out & Final
- J. Windows (1303)
Windows shall conform to Residential Code of Ohio and general match existing size, style, and trim.
Required Inspections: Final
- K. Principal Building (1133-1145)
Coordinate with Zoning Administrator.
Required Inspections: Varies
- L. Accessory Building - Greater Than 200 SF (1333.10)
PC-ABR approval required.
Required Inspections: Stake-out/Pre-Pour & Final
- M. Accessory Building - Less Than 200 SF (1111.05, 1333.10)
Accessory structures under 200 SF may be approved by the Zoning Administrator if no variances are required.
Required Inspections: Stake-out/Pre-Pour & Final
- N. Decks (1133.10, 1333.10, RCO 102.10)
Sketch shall be provided showing layout, setbacks, height, stairs, railings, and foundations. Permit from County also required for decks exceeding 200 SF, more than 30 inches above grade, attached to building, or serve an exit door.
Required Inspections: Stake-out/Pre-Pour & Final
- O. Driveway / Parking Areas (1157.13,
Sketch shall be provided showing layout, setbacks, pavement & base composition, and drainage pattern (if applicable).
Required Inspections: Pre & Post-Pour
- P. Fence / Walls (1133.11, 1157.11, 1333.10, RCO 102.10)
Sketch shall be provided showing fence layout, height, style, material type, and foundations.
Required Inspections: Pre-Pour & Final
- Q. Signs (1151)
Coordinate with Zoning Administrator.
Required Inspections: Pre-Pour & Final
- R. Pools – Below Ground (1133.10, 1157.06)
Below ground pools shall conform to required setbacks, be protected by a safety barrier, and include drainage improvements to protect neighboring properties
Required Inspections: Stake-out/Pre-Pour & Final
- S. Protected Area (1167)
PC-ABR approval required.
Required Inspections: Varies
- T. Zoning Certificate (1113)
Required prior to issuance of County permits.
Required Inspections: Varies

HOMEOWNER’S PERMIT ACKNOWLEDGEMENT STATEMENT

This acknowledgement is for the protection of every homeowner interested in performing his or her own work for a proposed project. The stipulations indicated below is an agreement that the permit holder will be the responsible party for any and all work performed and liable for any injuries, accidents, or damages that may occur during that time of the project. Should the homeowner perjure himself or herself with the information submitted, the City could not support them nor assist them to recover any damages.

In order to qualify for a homeowner’s permit, the following statements must be true:

I, _____, will be doing all of the work under permit # _____ granted by the City of Willoughby Hills.

There will be no one else performing any work under this permit.

I will not be paying anyone for work performed under this permit, nor will I be bartering my labor in exchange for work performed under this permit.

I understand that if anyone does work for me under the permit granted, I will advise them that they must become registered with the City of Willoughby Hills.

Signed: _____ Date: _____

Address: _____

A cash performance bond of \$500.00 may be required if work is performed by the property owner.

ZONING PERMIT / CERTIFICATE SKETCH

A GIS property map available at www.lakegis.org may be used to supplement or replace this page.

