

Application Number _____

Approved By _____

Permit Number _____

Date _____

**City of Wooster Development Department
Building Standards Division**

City of Wooster Municipal Building
Building Standards Division
538 N. Market St.

BUILDING PERMIT APPLICATION

This is not an application for zoning, plan review or other required permits.

Wooster, Ohio 44691
330.263.5241 Fax: 330.263.5274

INSTRUCTIONS:

ALL REQUIRED INFORMATION MUST ACCOMPANY THIS APPLICATION. COMPLETE THE APPLICABLE **BLUE BOXES** ON BOTH SIDES OF THIS APPLICATION.

Project address: _____ **Date:** _____

Owner
or
 Lessee
Name: _____ Phone: _____
Address: _____ Fax: _____
City/State/ Zip: _____ E-mail: _____

Contractor
or
 Agent
Name: _____ Phone: _____
Address: _____ Fax: _____
City/State/ Zip: _____ E-mail: _____
State of Ohio Trade Registration/License No. _____ Expires: _____

Architect
or
 Engineer
Name: _____ Phone: _____
Address: _____ Fax: _____
City/State/ Zip: _____ E-mail: _____

Work to be Done: NEW ADDITION ALTERATION CHANGE IN OCCUPANCY OTHER

Describe Work: _____

Estimated Cost of Work Performed Under this Permit: _____

Total Building Area in Square Feet:

The total square feet is based on exterior dimensions. Include cellars, basements, attached garages, habitable portions of half stories or attics, covered porches, etc. Do not include uncovered porches, patios, crawl spaces, or non-habitable attic areas. Include accessory structures in the total square feet.

Basement _____ First Floor _____ Other Floors _____ Accessory Structures _____

Total Square Footage: _____ Permit fee is based on total square feet. For alterations and additions, calculate area being altered or added.

For residential building permits: A separate zoning application is required.

Completely fill out both pages. Two copies of the plot plan and two sets of construction drawings must be submitted with this application. One set will be retained by the Building Division for reference and one approved set will be returned. Expect plan approval and permit issuance within approximately 7 days unless special zoning or other approvals are needed.

For commercial building permits: Separate plan review and zoning applications are required.

Completely fill out both pages. A building permit will be issued when a zoning permit has been obtained and commercial building plan review approval has been obtained.

- FAILURE TO OBTAIN FINAL INSPECTIONS PRIOR TO OCCUPANCY IS ILLEGAL AND MAY RESULT IN PENALTY.
- WORK SHALL NOT PROCEED UNTIL THE INSPECTOR HAS APPROVED THE VARIOUS STAGES OF CONSTRUCTION.
- RESIDENTIAL PERMITS SHALL BECOME NULL AND VOID IF CONSTRUCTION IS NOT STARTED WITHIN 6 MONTHS.
- COMMERCIAL PERMITS SHALL BECOME NULL AND VOID IF CONSTRUCTION IS NOT STARTED WITHIN 12 MONTHS.
- ALL PERMITS SHALL BECOME NULL AND VOID IF WORK IS SUPENDED FOR A PERIOD OF 6 MONTHS.
- **REQUIRED INSPECTIONS CAN BE ARRANGED BY CALLING 330.263.5241.**
- **ALLOW 48 HOURS SCHEDULING NOTICE.**

Signature and Validation (must have valid signature)

1. I hereby certify that the owner of record authorizes the proposed work and this application, and I am acting as the agent on his behalf.
2. I agree to conform to all applicable laws of the City of Wooster, all applicable codes, and provisions stated in this application.
3. I certify that no part of the land involved in this application has been previously used as the required lot area for another structure.
4. I agree to obtain the required inspections and no part of the structure will be occupied until after obtaining the final inspections and occupancy has been approved.
5. I agree that authorized inspectors shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code.

Applicant Signature _____ **Print Name** _____ **Date** _____

Fees and Approval (completed by Building Division)

BASE FEE:	\$75 FOR PROJECT COST OF \$5,000 OR LESS -----	\$ _____
	\$150 FOR PROJECT COST OF \$5,001 OR MORE -----	
TOTAL AREA:	COMMERCIAL BUILDING: \$.07 PER SQUARE FOOT-----	\$ _____
	RESIDENTIAL BUILDING: \$.05 PER SQUARE FOOT-----	
SUBTOTAL	-----	\$ _____
STATE FEES:	3% COMMERCIAL OR 1% RESIDENTIAL TO OBBS X SUBTOTAL	\$ _____
DRIVEWAY/SIDEWALK FEE:	\$40 < 75 SQ. FT. \$80 > 75 SQ. FT. -----	\$ _____
CONSTRUCTION WATER:	\$30.00 RESIDENTIAL OR \$10.00 COMMERCIAL -----	\$ _____
	COMMERCIAL \$10.00 + \$.01 PER SQUARE FOOT MAXIMUM \$250.00	
TOTAL FEES REQUIRED	-----	\$ _____

MISC. FEES AS FOLLOWS:

RE-INSPECTION / MINOR ALTERATION FEE - \$50.00 DEMOLITION FEE - \$80.00

- This project does not require a Floodplain Permit and is not located in the floodplain.**
- This project cannot be approved at this time because it requires a Floodplain Permit due to location in the floodplain. Construction must comply with the Special Purpose Flood Damage Reduction Ordinance of the City.**

Approved by: _____ **Date:** _____