



**For some residential building permits: A separate zoning application may be 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 if applicable.

**For some commercial building permits: Separate plan review and zoning applications may be 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 if applicable.

- 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.
- ANY LAND CLEARING, CONSTRUCTION OR DEVELOPMENT INVOLVING THE MOVEMENT OF EARTH SHALL BE IN CONFORMANCE WITH STANDARD EROSION, RUNOFF AND SEDIMENT CONTROL PRACTICES TO PREVENT SOILS FROM BEING DEPOSITED ONTO ADJACENT PROPERTIES, RIGHTS-OF-WAYS, PUBLIC STORM DRAINAGE SYSTEMS, WETLANDS AND/OR WATERCOURSES.
- **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:	\$90 FOR PROJECT COST OF \$5,000 OR LESS ----- \$180 FOR PROJECT COST OF \$5,001 OR MORE -----	\$ _____
TOTAL AREA:	COMMERCIAL BUILDING: \$.09 PER SQUARE FOOT----- RESIDENTIAL BUILDING: \$.06 PER SQUARE FOOT-----	\$ _____
SUBTOTAL	-----	\$ _____
STATE FEES:	3% COMMERCIAL OR 1% RESIDENTIAL TO OBBS X SUBTOTAL	\$ _____
DRIVEWAY/SIDEWALK FEE:	\$50 < 75 SQ. FT.    \$100 > 75 SQ. FT. -----	\$ _____
CONSTRUCTION WATER:	\$30.00 RESIDENTIAL OR COMMERCIAL FEE ----- COMMERCIAL FEE = \$10.00 + \$.01 PER SQUARE FOOT MAXIMUM \$250.00	\$ _____
<b>TOTAL FEES REQUIRED</b>	<b>-----</b>	<b>\$ _____</b>
MISC. FEES AS FOLLOWS: RE-INSPECTION FEE - \$60.00		
<input type="checkbox"/>	<b>This project <u>does not</u> require a Floodplain Permit and is not located in the floodplain.</b>	
<input type="checkbox"/>	<b>This project <u>cannot be approved at this time</u> 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.</b>	
<b>Approved by:</b> _____		<b>Date:</b> _____