

Building/Electrical/Zoning/Sign Permit Application

For more information: 513-745-8520 / www.BlueAsh.com/Departments/Community_Development/Permits



Community Development • 4343 Cooper Road • Blue Ash, Ohio 45242 • email: cdpermits@blueash.com

Residential* (2 plan sets, 1 for zoning) Project Cost \$ _____

Commercial* (3 plan sets; 2 for signs) BLDG. SQ. FT. _____

PLANS MUST BE STAPLED IN SETS
 *with CIVIL SITE WORK, include 5 additional sets of CIVIL PLANS only - see page 2¹

OFFICE USE ONLY

BA17 -

cc: FD (w/plans) ED Eng.

Site Address _____ Suite _____

Parcel ID (if site address not available) _____

Commercial Tenant _____ new existing

Project Description _____

PLEASE PRINT	PROPERTY OWNER	APPLICANT	PLANS BY	CONTRACTOR
Contact Name & Company				
Street Address				
City, State, & Zip				
Phone Number				
Email				

Commercial Only: Use Group _____ Construction Type _____ Occupant Load _____

Permit Type: Check all that apply

<input type="checkbox"/> New Building	<input type="checkbox"/> Garage	<input type="checkbox"/> Fire Alarm ³	<input type="checkbox"/> Change of Use
<input type="checkbox"/> Addition	<input type="checkbox"/> HVAC	<input type="checkbox"/> Fire Suppression ³	<input type="checkbox"/> Sign ⁴ (Add'l Info Req'd on Page 2)
<input type="checkbox"/> Alteration	<input type="checkbox"/> Electrical	<input type="checkbox"/> Hood Suppression ³	<input type="checkbox"/> Pool (In Ground)
<input type="checkbox"/> Deck _____ Sq. Ft.	<input type="checkbox"/> Gas Line	<input type="checkbox"/> Hood Exhaust	<input type="checkbox"/> Pool (Above Ground)
<input type="checkbox"/> Shed _____ Sq. Ft.	<input type="checkbox"/> Fence	<input type="checkbox"/> Cert. of Occupancy	

Electrical Service Size _____ (Line Drawing Required over 400 AMP)

Other (Specify) _____

^{1, 2, 3} - See page 2 for clarification.

Is property located in a Floodplain? Yes _____ No _____

All information contained in this application is true, accurate, and complete to the best of my knowledge and I do hereby agree to complete the project in compliance with all relevant building codes, zoning, and other governing codes.

Applicant Name (Owner Rep.) (print) _____ Email _____

Phone (one # only) _____ cell office home

Auditor Info: # Bedrooms _____ # Baths _____ # Stories _____ Livable Sq. Ft. _____ Finished Basement Sq. Ft. _____

Signature of Applicant /Owner Rep. _____ Application Date _____

2017 v.2 OFFICE USE ONLY

CASH _____ VS _____ MC _____ CK# _____

Deposit \$ _____ Rec'd By _____ OBBS Fee \$ _____ Total \$ _____ Balance Due \$ _____

Is property located in a Floodplain? Yes _____ No _____

Building Approved _____ Date _____ Zoning Approved _____ Date _____

Page 2 – Building/Electrical/Zoning Permit Application

1. SITE WORK - NEW SINGLE-FAMILY RESIDENTIAL AND OTHER CIVIL PLANS

If your plans are for a new Single-Family Residence or include regulated site work that is separate from proposed building activity, such as new or reconfigured driveways, parking areas, stormwater handling infrastructure, dumpster enclosures, etc., then, in addition to this Permit Application, you must submit four (4) sets of the civil plans separately from, and in addition to, the submittal requirements for a Building Permit. These plans will be reviewed separately by the City Engineer and must be approved before the City will issue a Building Permit. When the civil plans are approved, one (1) copy will be returned to you with your Building Permit (and supersede the civil plans that were attached to your building plans, if different). The remaining three (3) approved copies are distributed to the City Engineer, site inspector, and Community Development Department.

There is no additional up-front fee or deposit for civil site plan review; however, the applicant is responsible for all costs incurred by the City for civil engineering consultation, plan review and approval, site visits, and construction monitoring (BAMC §1305.11). The City Engineer, CT Consultants, is contracted by the City to perform these services on behalf of the City and invoices the City on a monthly cycle. The City will invoice the applicant for all fees associated with project after it receives the invoice from the City Engineer. The applicant may not receive an invoice until several months after the charges are actually incurred. Failure to pay is a violation of the law and subject to penalty as follows:

“1305.99 PENALTY.

(a) *Whoever violates or fails to comply with any provisions of this Chapter, including but not limited to the OBC or the OMC, is guilty of a misdemeanor of the first degree and shall be fined not less than five hundred dollars (\$500) and not more than one thousand dollars (\$1,000.00) or imprisoned not more than six months, or both, for each offense. Unless otherwise provided, a separate offense shall be deemed committed each day during or in which a violation or noncompliance occurs or continues.”*

2. HVAC & ELECTRIC PERMITS (COMMERCIAL)

A commercial Building Permit Application (for New Construction, Addition, or Alteration/Remodel) may include HVAC and/or Electric; however, the applicant must also provide the name of the HVAC and/ or Electric Contractor and must check “HVAC” and/or “Electric” under Permit Type Requested. **The plan reviewer will not review the plans for HVAC and/or Electric approval if the box is not checked.**

Commercial HVAC and Electric permits may be applied for separately.

3. SEPARATE APPLICATIONS REQUIRED

Fire Suppression, Fire Alarm, and Sign Permit Applications are separate permits; they may not be combined with any other Permit Types. **A separate application is required.**

4. SIGNS

Every application for a sign or signs must have a completed “SIGN INFORMATION” sheet attached with submittal.