

**Permit Application: Building / Electrical / Mechanical / Zoning / Sign**

Additional info: [www.BlueAsh.com/Departments/Community\\_Development/Permits](http://www.BlueAsh.com/Departments/Community_Development/Permits) or 513-745-8520



Community Development • 4343 Cooper Road • Blue Ash, Ohio 45242 • email: [cdpermits@blueash.com](mailto:cdpermits@blueash.com)

Residential\* (2 plan sets, 1 set for zoning) Project Cost \$ \_\_\_\_\_  
 Commercial\* (3 plan sets; 2 sets for signs) Area Sq. Ft. \_\_\_\_\_  
**PLANS MUST BE STAPLED IN SETS (Affected Construction Area Only)**  
 \*with CIVIL SITE WORK, include 5 additional sets of CIVIL PLANS only - see page 2<sup>1</sup>

OFFICE USE ONLY

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**BA18 -**

Site Address \_\_\_\_\_ Suite \_\_\_\_\_  
 Parcel ID (if site address not available) \_\_\_\_\_  
 Tenant \_\_\_\_\_  new  existing  
 Project Description \_\_\_\_\_

cc: FD (w/plans)  ED  Eng.

PLEASE PRINT	PROPERTY OWNER	PLANS BY	APPLICANT	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 <sup>1</sup>	<input type="checkbox"/> Garage	<input type="checkbox"/> Fire Alarm <sup>3</sup>	<input type="checkbox"/> Change of Use
<input type="checkbox"/> Addition <sup>1</sup>	<input type="checkbox"/> HVAC <sup>2</sup>	<input type="checkbox"/> Fire Suppression <sup>3</sup>	<input type="checkbox"/> Sign <sup>4</sup> (Add'l Info Req'd on Page 2)
<input type="checkbox"/> Alteration	<input type="checkbox"/> Electrical <sup>2</sup>	<input type="checkbox"/> Hood Suppression <sup>3</sup>	<input type="checkbox"/> Pool (In Ground)
<input type="checkbox"/> Deck _____ Sq. Ft.	<input type="checkbox"/> Gas Line <sup>2</sup>	<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, 4 - 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) \_\_\_\_\_ Company \_\_\_\_\_

Phone (one # only) \_\_\_\_\_  cell  office  home Email \_\_\_\_\_

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

Signature of Applicant /Owner Rep. \_\_\_\_\_ Application Date \_\_\_\_\_

OFFICE USE ONLY

2018 v.1  
 CASH \_\_\_ VS \_\_\_ MC \_\_\_ CK# \_\_\_\_\_  
 Deposit \$ \_\_\_\_\_ Rec'd By \_\_\_\_\_ OBBS Fee \$ \_\_\_\_\_ Total \$ \_\_\_\_\_ Balance Due \$ \_\_\_\_\_  
 Building Approved \_\_\_\_\_ Date \_\_\_\_\_ Zoning Approved \_\_\_\_\_ Date \_\_\_\_\_

## Page 2 – Permit Application: Building/Electrical/Mechanical/Zoning/Sign

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

#### 1(a). NEW SINGLE-FAMILY, TWO-FAMILY, AND THREE-FAMILY RESIDENTIAL APPLICATIONS

For new residential construction, you must submit four (4) separate sets of civil site plans in addition to the submittal requirements for a Building Permit. Site plans must address all of the items listed on the “Single-Family Dwelling, Plan Requirements” form. These plans will be reviewed 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).

At the time of application and in addition to the Permit Application fee, there is an additional \$600 up-front fee that covers all costs for civil plan review and approval, site visits, and construction monitoring by the City Engineer (BAMC 1305.03). A permit application will not be processed until this fee is paid.

*In addition to application fees, every application for a new residential dwelling must be accompanied by a \$1,000 money order payable to the “City of Blue Ash” as a site conditions guarantee.\**

#### 1(b). COMMERCIAL, NEW BUILDINGS and ADDITIONS

In addition to three complete sets of plans required to submit for a Building Permit, all plans that include regulated site work such as new or reconfigured driveways, parking areas, stormwater handling infrastructure, dumpster enclosures, landscaping, exterior lighting, etc. must include five (5) additional sets of the civil plans only. 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).

Approved site work will be inspected and must be in accordance with approved plans. Site inspections are coordinated directly with the City Engineer, CT Consultants. Prior to beginning any work, contact Mike Pope at 513-509-4859. In addition to inspection of site improvements, all sites are inspected monthly and after significant rain events to ensure continued compliance with stormwater management plans.

**There is no additional up-front fee or deposit for civil site plan review and inspections; 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 monthly. 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 misdemeanor of the first degree; each day is a separate offence (BAMC 1305.99).

*In addition to application fees, every commercial application for a ‘new building’ or ‘addition’ must be accompanied by a \$1,000 money order payable to the “City of Blue Ash” as a site conditions guarantee.\**

\*The *site conditions guarantee* money order will be held by the City of Blue Ash for the duration of the project and the funds will be returned to the applicant at the close of the project, if not used by the City. The site conditions guarantee is intended to ensure that the site and adjacent public lands (rights-of-way) are maintained in a clean and workmanlike condition and consistent with the requirements of the permit and any other applicable laws and regulations, including the Blue Ash Code of Ordinances. Situations in which the City will cash the money order and use the funds include, but are not limited to, the following:

- To stabilize unstable slopes
- To fill and grade excavations not completed as required
- To install silt fences, dandy bags, and other soil erosion control measures
- To restore damage to public property caused by the property owner, applicant, or any contractor on the site
- To clean and sweep public roadways and sidewalks

Typically, the City will hire a private person or firm to complete the necessary work at the current market rate and will pay for the work using the site conditions guarantee. The applicant will be billed for all costs that exceed the site conditions guarantee. The City may also take legal action to recover all costs and will withhold the Certificate of Occupancy until all costs are paid to the City.

### 2. HVAC, ELECTRIC & GAS LINE PERMITS (COMMERCIAL)

A commercial Building Permit Application (for New Construction, Addition, or Alteration/Remodel) may include HVAC, Electric and/or Gas Line. **The plan reviewer will not review the plans for HVAC, Electric and/or Gas Line approval if the box is NOT checked.**

Commercial HVAC, Electric and Gas Line permits may also be applied for separately.

### 3. SEPARATE SUBMITTALS REQUIRED

Fire Suppression, Fire Alarm, and Sign Permit Applications may not be combined with any other Permit Types and must be submitted separately.

### 4. SIGNS

Sign Permit Applications may not be combined with any other Permit Types. Every application for a sign or signs **must** have a completed “SIGN INFORMATION” sheet included with submittal. For ground signs, a zoning permit only is required which requires only one (1) set of plans and currently there are no fees for zoning permits.