

# CITY OF NORWOOD

Permit No. \_\_\_\_\_

4645 Montgomery Road, Norwood, Ohio 45212

Phone 513-458-4510 Fax 513-458-4511

## BUILDING/ZONING PERMIT APPLICATION

Associated BP # \_\_\_\_\_

1. STREET ADDRESS & SUITE #: \_\_\_\_\_ (Name of Business)

2. ZONING: \_\_\_\_\_ OCCUPANCY: \_\_\_\_\_ PARCEL NUMBER: \_\_\_\_\_

3.  Residential Property (RCO)  Commercial Property (OBC)

	NAME	STREET ADDRESS	CITY	STATE	ZIP	PHONE/FAX
OWNER						
CONTRACTOR						
PLANS BY						

### 4. TYPE OF IMPROVEMENT

- New Building
- Alteration
- Addition
- Repair/Replacement
- Change of Use
- Change of Occupancy
- Fire Alarm
- Fire Suppression
- Garage
- Hood System
- HVAC # of Units: \_\_\_\_\_
- \_\_\_\_Furnace      \_\_\_\_Air Conditioner
- \_\_\_\_Commercial      \_\_\_\_Residential
- \_\_\_\_Replacement      \_\_\_\_New
- \_\_\_\_Electric      \_\_\_\_Gas      \_\_\_\_Oil
- \_\_\_\_New System; drawings & specs required
- Deck
- Pool (Above-Ground)
- Pool (In-Ground)
- Fence
- Shed
- Sign ID:\_\_\_\_ SQ FT: \_\_\_\_\_
- Wrecking/Moving
- Other (specify) \_\_\_\_\_

5. DESCRIPTION OF WORK: \_\_\_\_\_

6. COST: Estimate cost of construction/improvement for which this application is being made: \$ \_\_\_\_\_

### 7. USE OF THIS BUILDING AND PREMISES:

Existing Use: \_\_\_\_\_  Proposed Use: \_\_\_\_\_

8. TOTAL FLOOR AREA FOR NEW BUILDINGS/GARAGES/SHEDS/ADDITIONS/DECKS: \_\_\_\_\_

The owner of this building and undersigned, do hereby covenant and agree with all the laws of the State of Ohio and the ordinances of the City of Norwood pertaining to building(s), and to construct the proposed building(s) or structure(s) or make the proposed change or alteration in accordance with the plans and specifications submitted herewith, and certify that the information and statements given on this application, drawings and specifications to the best of their knowledge, true and correct.

Application by \_\_\_\_\_ Date: \_\_\_\_\_

Owner or Agent's Name (Print & Sign) (phone number)

### DO NOT WRITE BELOW THIS LINE

(Office Use Only)

Required Review/upfront Fee \$ \_\_\_\_\_

Permit or Zoning Fee \$ \_\_\_\_\_

Fine \$ \_\_\_\_\_

OBC 3% (Commercial) \$ \_\_\_\_\_

RCO 1% (Residential) \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

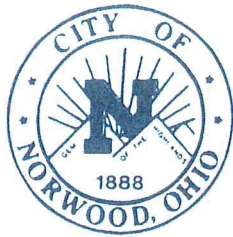
Balance Due \$ \_\_\_\_\_

Payment: Cash Check Credit Card Receipt # \_\_\_\_\_

Plans Examiner Approval: \_\_\_\_\_ Date Plans Approved: \_\_\_\_\_

Construction Type: \_\_\_\_\_ Use Group: \_\_\_\_\_

Building/Zoning Official Approval \_\_\_\_\_ Date Permit Issued: \_\_\_\_\_



## Departments of Public Service & Public Safety

**NORWOOD CITY HALL**  
4645 MONTGOMERY ROAD  
NORWOOD, OHIO 45212  
(513) 458-4500

**BUILDING, HOUSING &  
PROPERTY MAINTENANCE**  
PHONE (513) 458-4510  
FAX (513) 458-4511

**FIRE DIVISION**  
PHONE (513) 458-4554  
FAX (513) 458-4551

**EMS BILLING**  
PHONE (513) 458-4554  
FAX (513) 458-4551

**POLICE DIVISION**  
PHONE (513) 458-4521  
FAX (513) 458-4524

**POLICE RECORDS/  
ALARM BILLING**  
PHONE (513) 458-4528  
FAX (513) 458-4519

**PUBLIC WORKS DIVISION**  
PHONE (513) 458-4615  
FAX (513) 458-4622

**WATER BILLING DEPT.**  
PHONE (513) 458-4518  
FAX (513) 458-4516

Dear Business Owner,

To efficiently process your sign and /or awning application, the following information needs to be provided on the drawings for the permit process:

- A. A dimensioned Site Plan indicating the specific location of the sign, the width and depth of the lot and the building.
- B. Specifications, dimensions and location of all existing signs on the property.
- C. An elevation drawing indicating the location of the sign when installed on a wall.
- D. Dimensions of the proposed sign and its copy.
- E. The construction of the sign including all new or existing structural foundations, details and connections.
- F. Specifications of any sign illumination. A separate permit is required from the County for all electrical installations.
- G. All drawings are to be signed by their author, the person responsible for their preparation. In accordance with Ohio Law, sign installations requiring a technical analysis are to be prepared by an Ohio Engineer or Architect.

The completed application, four (4) copies of the drawings above, fee\* and the 3%\* of the fee (totaled below) for the State of Ohio are required at the time you submit for processing.

- each sign under 50 sq.ft = \$66.95
- each sign over 50 sq.ft = \$103.00
- Temporary Signage;
  1. Requires a permit
  2. May total up to 50 sq ft
  3. \$30.90 for 20 days 3 times in a year

Please ask if you have any questions or need assistance

*“Gem of The Highlands”*