



Building Permit Application

Application Number: _____

Date: _____

Type of Application (check one): ☐ Residential Building Permit ☐ Commercial Building Permit

Property Address: _____ Zoning District: _____

*All new construction must have a valid address from Stark Co. Emergency management.

Property Legal Description: _____

Lot Area: _____ Lot Setbacks: Front _____ Back _____ Side _____ Side _____

Property Owner:

Name: _____

Phone Number: _____

Address: _____

(House Number, Street, City, State)

Email: _____

Applicant:

Name: _____

Phone Number: _____

Address: _____

(House Number, Street, City, State)

Email: _____

Type of Work: ☐ New Single Family Residence

☐ New Commercial

☐ New Residential Duplex

☐ New Multi-Family Residence

☐ Detached Garage

☐ Addition (Residential___ Commercial___)

☐ Remodel (Residential___ Commercial___)

Type of Construction: _____ Building Materials: ☐ Wood ☐ Metal ☐ Masonry

Description of Work: _____

Estimated Construction Cost \$_____ Anticipated Start Date: _____

Contractor: ☐ Plumbing ☐ Electrical ☐ Mechanical ☐ Concrete

Name: _____ Contact Number: _____

Address: _____ Email: _____
(House Number, Street, City, State)

Contractor: ☐ Plumbing ☐ Electrical ☐ Mechanical ☐ Concrete

Name: _____ Contact Number: _____

Address: _____ Email: _____
(House Number, Street, City, State)

Contractor: ☐ Plumbing ☐ Electrical ☐ Mechanical ☐ Concrete

Name: _____ Contact Number: _____

Address: _____ Email: _____
(House Number, Street, City, State)

Contractor: ☐ Plumbing ☐ Electrical ☐ Mechanical ☐ Concrete

Name: _____ Contact Number: _____

Address: _____ Email: _____
(House Number, Street, City, State)

Design Firm (if applicable):

Name: _____ Contact Number: _____

Address: _____ Email: _____
(House Number, Street, City, State)

Signatures:

Property Owner: _____ Date _____

Applicant: _____ Date: _____

*Note: If applicant is not the owner of the premises, the owner's signature or separate written permission authorizing Applicant to sign on behalf of the owner, must be affixed to this application. The signature of the applicant and owner (or written permission of the owner) certifies that permission is granted by the owner to all authorized City personnel to enter the premises for the purpose of review of this application.

Office Use Only:

Date of Council/Zoning Board Approval: _____

Date Building Permit Issued: _____

ADDITIONAL REQUIREMENTS TO BE SUBMITTED WITH APPLICATION

➤ RESIDENTIAL BUILDING PERMIT:

New Construction

- ☐ Blue Prints with property line measurements
- ☐ Footing and Foundation Plan
- ☐ Floor Plans (all levels)
- ☐ Elevations
- ☐ Wall Sections
- ☐ Landscape Plan
- ☐ Pictures of Site
 - Prior to new construction – colored & labeled
 - From street facing lot (from entrance of site) and from lot (all directions)

Small Projects (additions - garages - outbuilding - decks - etc.)

- ☐ Site Plan with property line measurements, including setbacks
- ☐ Elevations
- ☐ Floor Plan
- ☐ Footing & Foundation Details
- ☐ Wall Sections

➤ COMMERCIAL BUILDING PERMIT APPLICATION

- ☐ MEP's
- ☐ Site Plans with property line measurements, including setbacks
 - One hard copy, One PDF copy
- ☐ Engineering Checklist (not required for interior alterations)
- ☐ Footing & Foundation Details
- ☐ Floor Plans (all levels)
- ☐ Elevations
- ☐ Structural
- ☐ Landscape Plan
- ☐ Pictures of Site
 - Prior to new construction – colored & labeled
 - From street facing lot (from entrance of site) and from lot (all directions)

*** Applications must be complete with all additional requirements submitted at the same time. Partial plans and/or applications may not be accepted.**