

APPLICATION FOR ISSUANCE OF A BUILDING & ZONING PERMIT
VILLAGE OF MOUNT GILEAD, OHIO
72 West High Street, Mount Gilead, OH 43338
Zoning Inspector (419-946-1931) Fax (419-946-8111)

A Building and Zoning permit is required for the construction of new residential, commercial or industrial buildings and for changing the use of buildings and/or premises within the Village of Mount Gilead.

OWNER

NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

DATE: _____

REQUEST

1. Location of site where application for building/zoning permit is requested:
 - a. Lot number: _____
 - b. House Number & Street: _____

2. Current use of the facility and/or premises: _____

3. The property is presently zoned as: (circle)
R-1 Residential B-1 Business M-1 Manufacturing

4. What are you planning to build? State the planned use of facility and/or premises: (Use last page if additional space is required)

5. Is the site in a Special Area? (Map in Village Office)
 - a. Flood Area? Yes_____ No_____
A separate permit/application will need to be completed

 - b. Design Improvement Area? Yes_____ No_____
Must submit plans to the Planning Commission for approval

6. Dimensions in feet, including height:

_____X_____X_____Ft. High * *See Appendix A, pg. 3*

7. Will there be a basement? _____ (if yes, how deep will the excavation be?)

8. Type of materials used: **Outer Walls:** _____

Roof: _____

9. How Many floors will there be? (Excluding basement) _____

10. Will there be a need for: (or additions to existing service)

- | | |
|-------------------------|---------------------|
| a. Water Service _____ | d. Electrical _____ |
| b. Sanitary Sewer _____ | e. Gas _____ |
| c. Storm Sewer _____ | f. Other _____ |

11. Circle the **group use classification** from the list below that best identifies your building project:

- Use Group A-Assembly (see Sec. 203)
 - Use Group B-Business (see Sec. 204)
 - Use Group F-Factory (see Sec. 205)
 - Use Group H-High Hazard (see Sec. 206)
 - Use Group I-Institutional (see Sec. 207)
 - Use Group M-Mercantile (see Sec. 208)
 - Use Group R-Residential (see Sec. 209)
 - Use Group S-Storage (see Sec. 210)
 - Use Group T-Temporary and Misc. (Sec. 211)
- (Referral: Page 51, Ohio Basic Building Code, 1979 Edition)

12. Contractor's Name, Address, & Telephone# _____

NOTE: ALL CONTRACTORS & SUBCONTRACTORS MUST FILE WITH THE VILLAGE INCOME TAX OFFICE (Section 171.19)

13. Estimated Cost of Construction: \$ _____
(Attach copy of written estimate or contract)

14. Estimated Date of Completion: _____

BUILDING REQUIREMENTS

Must meet all State & Local building and fire regulations and codes.

A. **STATE** – Show any required state permits and/or building plans to the Village Administrator. Remember, converting a present commercial building to another use or a substantial renovation for same requires State Approved Building Plans.

B. **LOCAL** – Submit a plat plan sketch: (**See Appendix A**) Check with the Village Administrator for zoning setbacks and other regulations. Downtown Area requires review by Downtown Design and Review Committee.

Owner is responsible for safeguarding the public from hazards resulting from the construction.

OTHER REQUIREMENTS

A. If the street curbing needs cut, (or street pavement into a driveway) owner must have approval from the Village Administrator, and it must be cut under the supervision of the Services Coordinator.

- B. Owner must restore any storm sewer, sanitary sewer or field tile cut during the building project. This must be done under the supervision of Village personnel, who must be notified before any back filling is done. Failure to receive approval of the Village prior to back filling will require uncovering the sewers and/or tile. (Owner's expense)
- C. Before the land is cleared for construction, owner is responsible for contacting the Village Administrator for instructions for proper brush removal. (419-946-1931)
- D. FEE
A minimum of \$25.00 is required for up to and including a building valuation of \$1,000. Over \$1,000, the amount is \$10.00 per \$1,000 valuation. A copy of the builder's estimate must be included with the building permit. *If a review by the Planning Commission is necessary prior to completing the building permit, the fee is an additional \$25.00. Make check or money order payable to the Village of Mount Gilead.
- E. ALL WATER & WASTEWATER TAP FEES SHALL BE PAID PRIOR TO ISSUANCE OF A BUILDING PERMIT

I have provided all of the requested information to the best of my knowledge, and have read and met the requirements to receive a permit.

Owner/Contractor Signature: _____

APPENDIX A: Using this or another page, show plat plan drawn to scale that includes the exact location and dimension of the building(s), etc., to be constructed along with the yard, open areas and parking lot locations and dimensions. Check with the Village Administrator for zoning and setback requirements. 1) Start with a square representing your lot size. 2) Make another square inside the first to represent the new construction, showing how far from lot lines and other buildings it will be, OR plans showing the foot print of the home, out building, etc. set on the lot.

OFFICE USE ONLY

ALLOW TEN (10) DAYS FOR PROCESSING

Request is: Granted _____ Denied: _____

Reason for denial or stipulations: _____

THIS PERMIT IS GOOD FOR ONE (1) YEAR FROM THE DATE SIGNED. After this date, an extension is required to complete the project. There will be an additional \$25.00 fee for an extension.

By Village Administrator:

Signature: _____

Date: _____