



Village of Newburgh Heights Building Department

3801 Harvard Ave., Newburgh Heights OH 44105 Phone: 216-641-4654

Application for Residential Building Permit/Approval

Permit No. _____

Building Department Hours
9am to 5:30pm Monday through Friday
216-641-2716

Date Issued _____

Section 1 – General Information

Date _____

PLEASE PRINT OR TYPE

Estimated cost of Project \$ _____

Address of construction _____

Owner's name _____ Phone _____

Owner's address _____

Contractor _____ Business phone _____

Contractor's address _____
Street City State Zip

Section 2 – Description of Property and Construction

Structure Type	Work Location	Type of Work	Addition (plans required)
Single Family	Exterior	New structure	specify location
Two Family	Basement	Alteration (specify details)	
Three Family	1st Floor	Repair (specify details)	
	2nd Floor		
	3rd Floor	Rehabilitation (Scope of work letter req.)	
		Fire repairs (specify details)	
		Demolition (specify details)	

Exterior

Window Replacement (Printed photos required)

Same style	yes	no
Same size	yes	no
Same color	yes	no

Steps (Printed photos required)

Location:

Front	Rear
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Other:

Existing type:

Wood	Masonry
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Proposed type:

Wood	Masonry
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Other:

Deck (Site plans required & zoning approval)

Shed (Site plans required & zoning approval)

Drawings, brochures or photos

Garage

Demo
Floor only (specify details)
New (plans required)
Siding (garage only)
Repairs (specify details)
Roofing

Porch

New (plans required)
Floor repairs (specify details)
Repairs (specify details)
Railings (specify details)
Porch enclosure
Other

Foundation (location)

Repair
New (plans required)

Retaining Wall

New
Existing
Repair (specify details)
Height

New roof material

Reroof material

Other

Chimney

Repair
Rebuild

Swimming pool

Above ground
In ground

Interior

Remodel bathroom
Remodel kitchen
Remodel
Move/remove walls (plans required)
Drywall only (sq. ft.)

Other

specify details

Support Post

specify location

Repair work shall be specific to the repairs—include a scope of work letter and plans detailing the project.

Contractor is required to schedule a rough-in inspection before any concealment.

ALL PLANS SUBMITTED SHALL REVEAL SUFFICIENT INFORMATION TO DETERMINE FULL COMPLIANCE WITH THE MINIMUM REQUIREMENTS OF THE OHIO BASIC BUILDING CODE. By signing the application, the applicant certifies that the installation will comply with the regulations of the Newburgh Heights Building Code and State Codes.

TO THE BUILDING COMMISSIONER: This application is submitted for a permit to erect, add to, alter or repair a structure as described in this application and any drawings which accompany it. The acceptance of the permit shall be considered an agreement on the part of the applicant or his agents to comply with the Building and Zoning codes of the City of Newburgh Heights, or other orders, requirements or specifications slated in the permit.

In signing this application, the contractor or owner's agent certifies that the work is authorized by the owner or record.

Applicant's signature	Print name	Date	
Applicant is	Owner	Contractor	Owner's agent

DO NOT WRITE BELOW THIS LINE

Section 3 – Additional Requirements (to be filled out by staff)

OTHER APPROVALS

Architectural Board of Review	Project No.	Zoning		
Separate permits required for:	Electrical	Plumbing	Heating/Ventilating	Other
Certificate of compliance is:	required	not required for this project		

Section 4 – Approval and Fees

Building Official _____ Date _____
Amount _____ Cash/Check # _____