



# Village of Newburgh Heights Building Department

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

## Application for Residential Siding Permit

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

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

Date Issued \_\_\_\_\_

DIRECTIONS: Please supply information in Section 1 and check off boxes in Section 2 which describes your submission requirements.

### Section 1 – General Information

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 Project

#### Type of structure

Single    2-family    3-family

Other (describe)

\_\_\_\_\_

#### Type of work

Siding over wood siding

#### Type of material?

Other

\_\_\_\_\_

#### SUBMISSION REQUIREMENTS (Synthetic - other than wood)

##### Photos

Four photographs - one of each side of house

One close-up photograph of the existing siding

Is there more than one type of siding on the house? (additional photos)

##### Measurements

Height measurement of the existing clapboard, shingle or lap siding

Height measurement of the proposed synthetic siding

(a difference in siding height requires an approval from ABR)

##### Proposed siding brochure

New siding brochure: who is the manufacturer? \_\_\_\_\_

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

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    Zoning

The applicant has applied for the Architectural Board of Review  
(date) \_\_\_\_\_

### Section 4 – Approval and Fees

Building Official \_\_\_\_\_ Date \_\_\_\_\_

Amount \_\_\_\_\_ Cash/Check # \_\_\_\_\_

#### ATTENTION

**AS THE CONTRACTOR, YOU ARE REQUIRED BY LAW TO CLOSE THIS PERMIT AFTER YOUR WORK IS COMPLETED CALL 216-641-2716 TO SCHEDULE A FINAL INSPECTION.**