



# Village of Newburgh Heights Housing and Building Department

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

## Application for Residential Building Permit/Approval

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

Date Received \_\_\_\_\_

### 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 \_\_\_\_\_

E-mail address \_\_\_\_\_

Contractor's address \_\_\_\_\_  
Street City State Zip

### Section 2 – Description of Property and Construction

Structure Type	Work Location	Type of Work	Addition (plans required) specify location
Single Family	Exterior	New structure	
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.

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

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DO NOT WRITE BELOW THIS LINE

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### 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 of Approval \_\_\_\_\_

### Section 5 – Payment

Permit Fee	Cash	Credit Card
State Fee	Check # _____	Card # _____
Surcharge Amount		Name on card _____
<b>Total Amount</b>		Exp. date _____ CVS _____