



# City of Macedonia

## The Crossroads of Northeast Ohio

9691 Valley View Road • Macedonia, Ohio 44056  
(330) 468-8360 • FAX (330) 468-8396

Building/Engineering/Zoning/Planning Department

### RESIDENTIAL BUILDING PERMIT APPLICATION

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Sublot: \_\_\_\_\_ Subdivision: \_\_\_\_\_

#### PROJECT INFORMATION:

Type of Work:  NEW CONSTRUCTION  ADDITION  ALTERATION  REPAIR/OTHER

Scope of Work: \_\_\_\_\_

Estimated Value: \_\_\_\_\_ Total Home Square Footage: \_\_\_\_\_ Square Footage of Work Area: \_\_\_\_\_

#### CONTACT INFORMATION:

Owner/Occupant: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Builder/Contractor Name: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant Name (if different from above): \_\_\_\_\_

Applicant Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

#### SUB CONTRACTOR INFORMATION

Electrical \_\_\_\_\_ Plumbing \_\_\_\_\_ Mechanical \_\_\_\_\_

Rofer \_\_\_\_\_ Concrete \_\_\_\_\_ Drywall \_\_\_\_\_

Carpenter/Frame \_\_\_\_\_ Carpenter/Finish \_\_\_\_\_ Painter \_\_\_\_\_

Excavator \_\_\_\_\_ Insulator \_\_\_\_\_ Siding \_\_\_\_\_

Fireplace \_\_\_\_\_ Tile/Carpet \_\_\_\_\_ Mason \_\_\_\_\_

The structure described in this application to erect and or alter a structure or premises as described herein or shown in accompanying plans and specs is to be erected as shown on the accompanying plot plan. The information which follows and the accompanying plans and specs with the representation therein contained are made a part of this application.

It is understood and agreed by this application that any error, misstatement, or misrepresentation of material fact, or expression of material fact, either with or without intention on the part of this applicant, such as might or would operate to cause a refusal of this application or any material alteration or change in the accompanying plans, specifications, or structure made after filing this application and/or subsequent to the issuance of a Building Permit or Zoning Certificate in accordance with this application, without the approval of the Building Officials, shall constitute sufficient ground for the revocation of such permit.

The acceptance of this application constitutes an agreement to abide by all conditions herein contained and to comply with all the Ordinances of Macedonia and Laws of the State of Ohio relating to the structure herein described and/or the work to be done hereunder.

I hereby declare, under the penalties provided for in the Building Code and Zoning Ordinance of Macedonia for violation thereof, that I am the  **owner** /  **agent** for the owner, and that the statement made in connection with this project in this application for a Permit or Certificate are to the best of my knowledge and belief, true.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

## GENERAL

- All drawings must come with a completed and signed application. Applications with missing or incorrect information may not be processed or have a delayed review.
- **New Construction**- Submit two (2) sets of folded construction plans (11x14 sizes are acceptable), along with an electronic version, two (2) topography maps, plumbing isometrics, roof truss drawings, a completed RCO Energy Compliance form, a SWP3 Pre-Construction Information sheet, and an HOA approval letter if applicable.
- A \$400 Recreation fee is also due upon application to be paid by developer; see Chapter 1321.09.
- **Additional fees**: The applicant shall place in Escrow with the City the sum of \$300.00 for the purpose of providing money for building re-inspections. Each re-inspection by the Building Department shall be \$30.00; see Chapter 1321.05. This fee is not due with submission.
- The applicant shall also place in Escrow with the City the sum of \$1500.00 for the purpose of Engineering inspections and additional site plan review. This fee is not due with submission.
- After issuance of the permanent Certificate of Occupancy, any escrow money remaining shall be returned to the applicant upon written request.
- A Certificate of Occupancy will be issued for New Construction only.
- **Additions/Alterations**- Submit two (2) sets of construction documents.
- The applicant shall place in Escrow a deposit of \$120.00 for the purpose of providing money for building re-inspections. Each re-inspection shall be \$30.00 and shall be deducted from the Escrow money.
- All contractors performing work in the City of Macedonia must be registered; see Contractor Registration Requirements and Application.
- Permits are issued in the Building Department Monday through Friday between 7:30 a.m. and 3:30 p.m.
- A copy of the permit and an approved set of plans must be available on all job sites.
- **Scheduling Inspections**- inspections are required to be called in to the Building Department only by 3:00 p.m. the day *before* any requested inspection. Please call 330-468-8363 or 330-468-8364. The address or permit number must be provided when calling in an inspection.
- For a complete list of inspections, see Residential Inspection List.



Service



Commitment



Pride

