



D. Dimensions in feet, including height \_\_\_\_\_

E. Will there be a basement? \_\_\_\_\_ (If yes, how deep will you need to excavate?)

F. Type of materials used: **Outer Walls** \_\_\_\_\_

**Roof** \_\_\_\_\_

G. How many floors will there be? \_\_\_\_\_ (Excluding basement)

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

- |                         |                     |
|-------------------------|---------------------|
| 1. Water Service _____  | 4. Electrical _____ |
| 2. Sanitary Sewer _____ | 5. Gas _____        |
| 3. Storm Sewer _____    | 6. Other _____      |

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

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

J. Name, address, telephone # of contractors: \_\_\_\_\_

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

K. Estimated Cost of Construction \_\_\_\_\_

**(Attach copy of written estimate or contract)**

L. Estimated Date of Completion \_\_\_\_\_

## 2. BUILDING REQUIREMENTS

- A. Must meet all state & local building and fire regulations and codes.
1. **STATE** - Show any required state permits and/or building plans to the village Administrator. Remember, converting a present building to another use or substantial renovation for same requires State Approved Building Plans. (Commercial Buildings)
  2. **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.
  3. Owner is responsible for safeguarding the public from hazards resulting from the construction.

## 3. 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. **Yes** **No**
- 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

## 4. FEE

**A minimum of \$10.00 up to and including a building valuation of \$2,000. Over \$2,000, \$5.00 per \$1000 valuation. A copy of the builders estimate must be included with the building permit.**

**Review by Planning Commission prior to completing the building permit, the fee is \$25.00.**

**ALL WATER & WASTEWATER TAP FEES SHALL BE PAID PRIOR TO ISSUANCE OF BUILDING PERMIT**

**5. 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: \_\_\_\_\_

**OFFICE USE ONLY**

**Request**

Granted \_\_\_\_\_ Denied \_\_\_\_\_

Reason Denied or Stipulations \_\_\_\_\_

By Village Administrator: \_\_\_\_\_

Signature \_\_\_\_\_

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

**ALLOW 10 DAYS FOR PROCESSING**

**APPENDIX - A- Building Permit-Village of Mount Gilead**

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 yard, open areas and parking lot locations and dimensions. Check with the Village Administrator for Zoning and Setback requirements.

1. Start with a square showing your lot size
2. Put whatever you are constructing in the square and show how far away from lot lines it will be.
3. Or a set of plans showing foot print home or out building set on the lot.