



City of Macedonia

The Crossroads of Northeast Ohio
Building, Engineering, Zoning & Planning Dept.

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 _____

02/2018

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 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 and bonded before permits are issued; see Contractor Registration Package.
- 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.