



City of Macedonia

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

COMMERCIAL PERMIT APPLICATION

Building Name: _____

Building Address: _____

City, State, Zip: _____

PROJECT INFORMATION:

Type of Work: ___ NEW CONSTRUCTION ___ ADDITION ___ ALTERATION ___ OTHER

Description of Project: _____

Estimated Project Cost: _____ Site Work: _____

Square footage of proposed area: _____ Total building square footage: _____

CONTACT INFORMATION:

Building Owner Name: _____

Owner Address: _____

City, State, Zip: _____

Phone Number: _____

Email: _____

Contractor Name: _____

Contractor Address: _____

City, State, Zip: _____

Phone Number: _____

Email: _____

Applicant Name: (if different from above) _____

Applicant Address: _____

City, State, Zip: _____

Phone Number: _____

Email: _____

PROJECT DETAILS: (required)

Primary Use: _____

Construction Type: _____

Use Group(s): _____

Mixed Use Group? Yes No Separated Non-separated

Hazard Classification Low Moderate High

Sprinkler System Required? Yes No Sprinkler System Provided? Yes No

Sprinkler System Type: _____ Location: _____

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.

I hereby declare that I am the owner agent for the owner, and all information contained in this application is true, accurate, and complete to the best of my knowledge.

Signature _____ Date _____

Print Name _____

Comments: _____

GENERAL

- Submit three (3) sets of folded, stamped and sealed drawings with an electronic .pdf version or CD of the drawings.
- Drawings must come with a \$500.00 escrow payment and a completed and signed application. Applications with missing or incorrect information may not be processed or have a delayed review. The balance of funds will be refunded after completion of the project.
- All contractors performing work in the City of Macedonia must be registered and bonded before permits are issued; see Contractor Registration Package.
- A Certificate of Occupancy will be issued for New Construction, Additions with different uses, and Change of Tenants only. An Occupancy application will need to be completed and submitted separately.
- 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.