



RESIDENTIAL BUILDING PLAN APPROVAL APPLICATION PART A

City of Union
118 N. Main Street
Union, Ohio 45322
(937)836-8624 Fax (937) 836-1240
Andy Switzer, Building Official

1. PROJECT INFORMATION:

Street Address _____

City/State/Zip _____

Project Description _____

Cost of Project \$ _____

Living area(habitable space) (Sq. Ft.) _____

Non Living (garage, porch, decks) (Sq. Ft.) _____

Crawl Space Basement Slab

Public Sewer Public Water

FEMA Flood Area? Yes No

2. PROPERTY OWNER:

Name _____

Address _____

City, State, Zip Code _____

Phone _____

3. PLANS BY (Architect, Engineer, or Designer, if owner/contractor please indicate as such): IF DIFFERENT THAN ABOVE.

Contact Person _____

Company Name _____

Address _____

City, State, Zip Code _____

Phone _____ Fax* _____

E-Mail * _____

4. GENERAL / PRIMARY CONTRACTOR: (Jobsite Phone _____)

Contact Person _____

Company Name _____

Address _____

City, State, Zip Code _____

Office Phone _____ Fax* _____

E-Mail* _____

APPLICATION NUMBER: _____

5. APPLICANT/PERSON PRIMARILY RESPONSIBLE: (IF DIFFERENT)

Contact Person _____

Company Name _____

Address _____

City, State, Zip Code _____

Phone _____ Fax* _____

E-Mail * _____

I hereby certify that I am the Owner of Record, or that the proposed work is authorized by the Owner of Record, that I have been authorized by the Owner to make this application as his Agent, and that we agree to conform to ALL laws of the City of Union and the State of Ohio, and that all information on this application is truthful to the best of my knowledge. I also understand that UPFRONT FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE.

Applicant Signature _____ Date _____

*Fax Numbers and E-Mail addresses are optional, but they will help us communicate with you faster if you choose to share them with us.

TYPE OF PERMIT APPLYING FOR:

6. PLEASE CHECK THE FOLLOWING THAT APPLIES:

Residential Structures

- New Residence
- New Multifamily Residence (3 or less)
- Addition to Residence
- Remodel/Repair of Residence

Accessory Structures

- Addition to Accessory Building (garage, pole building, etc.)
- Porch (Roof or Enclosure)
- Deck
- Garage (Attached)
- Garage (Detached)
- Pole Building
- Accessory Building (Shed)
- Manufactured Porch Enclosure
- Other _____

DOCUMENTS INCLUDED THAT ARE INTENDED FOR REVIEW:

- Building Plans
- Manufacturer's Installation Instructions
- Engineer Stamped Truss Drawings
- Gas line
- Energy Code
- Other _____

THIS IS THE CERTIFICATE OF PLAN APPROVAL – PLEASE POST ON JOB SITE

Office Use Only Below This Line

Building Official _____

Non-refundable application fee _____

Permit Fee _____

Plan Review _____

1% fee to State of Ohio _____

Deposit () _____

Amount Due _____

Notified Permit Ready _____	Date: _____
Date Picked Up _____	

INSTRUCTIONS AND GENERAL NOTES

PART B

1. Numbers 1-6 must be filled out completely. This application will not be accepted without all necessary information as indicated.
2. Three sets of the specifications, plot plan and construction drawings shall be submitted.
3. Filing of an application for permit does not constitute permission to proceed with work.
4. Person primarily responsible: the applicant for building construction shall be responsible for the coordination of all ancillary documents including subsequent specifications and reports, electrical, plumbing, HVAC and all required permits and inspections.
5. Application is invalid six (6) months from the date of same if permit has not been secured.
6. The approval of documents is invalid if construction, erection, alteration, or other work has not commenced within twelve (12) months.
7. The Building Official shall be notified of inspection not less than twenty-four (24) hours in advance.
8. Section 106 Ohio Residential Code:
"CONSTRUCTION DRAWINGS, SHALL INCLUDE INFORMATION NECESSARY TO DETERMINE COMPLIANCE WITH THE BUILDING, FIRE PROTECTION CODES SUCH AS:" Construction plans must contain the following minimum information:
 - a. Index
 - b. Site Plan
 - c. Foundation, Floor Plan, Elevations
 - d. Cross sections; relevant connection details
 - e. Engineer stamped truss drawings
 - f. Manufacturer's installation instructions
 - g. Energy Code analysis, RES Check or Prescriptive Insulation method complying to 2006 International Energy Conservation Code.

NOTE: FAILURE TO SUBMIT PLANS THAT CONFORM TO THE ABOVE WILL RESULT IN REJECTION OF THE APPLICATION OR ADJUDICATION OF THE PLANS AND APPLICATION. A PLAN APPROVAL WILL NOT BE ISSUED UNTIL PLANS ARE IN COMPLIANCE TO THE ABOVE. SHOULD YOU NEED ASSISTANCE IN DEVELOPING THESE DOCUMENTS, YOU SHOULD SECURE THE SERVICES OF A DESIGN PROFESSIONAL.

Contact Information:

City of Union
118 N. Main Street
Union, Ohio 45322
937-836-8624
937-836-1240 fax

E-mail: aswitzer@ci.union.oh.us

- Andy Switzer, Building Official

Office Hours:

8:00 am to 4:00 pm Monday through Friday

Permit pickup and inspection scheduling:

8:00 am to 4:00 pm