



RESIDENTIAL - ONE, TWO AND THREE FAMILY APPLICATION FOR PLAN APPROVAL

City of Sandusky, Division of Building

240 Columbus Avenue, Sandusky, Ohio – 419.627.5940 – building@cityofsandusky.com

Instructions to complete are on reverse side of application. A separate application shall be submitted for each building/structure. See Fee Schedule for fees and submittal requirements. A minimum of two (2) sets of submittal documents are required. One set will be retained for City records and one set will be returned to be kept available on the job site. All sections must be completed or the application will be returned.

1	Type of Work <i>(check all that apply)</i>	<input type="checkbox"/> Structural <input type="checkbox"/> Electrical	<input type="checkbox"/> Mechanical <input type="checkbox"/> Plumbing	<input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Alteration	<input type="checkbox"/> Foundation only <input type="checkbox"/> Industrialized Unit <input type="checkbox"/> Demolition	<input type="checkbox"/> Siding / Roof Repair <input type="checkbox"/> Special Inspection <input type="checkbox"/> Other: _____
2	Exact Address of Project:				Type of Occupancy: <input type="checkbox"/> Single Family <input type="checkbox"/> Two Family <input type="checkbox"/> Three Family	
3	Property Owner of Record:				Daytime Telephone:	
	Street Address City, State, Zip:				E-mail:	
4	Submitter Name: (Contractor: list Company Name & Contact Name)				Daytime Telephone:	
	Street Address City, State, Zip:				E-mail:	
5	Estimated Value of Improvement:		6	Work will be done by: <input type="checkbox"/> Owner/Occupant <input type="checkbox"/> Contractor		
7	Is this project/building located in a Flood Plain? <input type="checkbox"/> No <input type="checkbox"/> Yes, has the flood plan administrator been contacted for requirements? <input type="checkbox"/> No <input type="checkbox"/> Yes					
8	List any and all Contractors or Sub-Contractors working on this project not listed above:					
9	Describe the proposed work to be done in sufficient detail to determine compliance with all applicable Federal, State or Local Codes (i.e.: Residential Code of Ohio, National Electric Code, Ohio Plumbing Code, Ohio Mechanical Code, Flood Plain Regulations, etc.) Use additional sheet(s) if necessary.					
10	New Building, Additions, or Alterations to Existing Building: NOTE: Fees based on gross area of each floor including basement, bonus rooms, garage, decks, and porches.					
	Check Appropriate Floors:	Total Square Feet Per Floor	Fee Subtotal (see fee schedule)			
	<input type="checkbox"/> Basement / Crawl		1% surcharge			
	<input type="checkbox"/> First Floor		(paid to Ohio BBS)			
	<input type="checkbox"/> 2, 3 (Circle Floor No.)		TOTAL			
	<input type="checkbox"/> Garage		Make checks payable to: <i>City of Sandusky, Ohio</i> Paid by: <input type="checkbox"/> Cash <input type="checkbox"/> Check no. _____ <input type="checkbox"/> Credit /Debit Card			
	<input type="checkbox"/> Deck(s), Porch(s)					
	<input type="checkbox"/> Other					
	TOTAL SQUARE FEET OF ABOVE <small>(Use this total to compute fees)</small>					
11	I hereby certify that I am the (select one) <input type="checkbox"/> Owner <input type="checkbox"/> Agent for the Owner	And all information contained in this application is true, accurate and complete to the best of my knowledge. I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent and we agree to all applicable laws of this jurisdiction.				
	IF WORK IS BEING DONE BY OWNER/OCCUPANT A CITY OF SANDUSKY AFFIDAVIT MUST BE SIGNED AND NOTARIZED.					
	Signature	Date	Print or type the name of signer			
	If this application is signed by an agent, authorization in writing from the legal owner is required. Where owner is a corporation, the signature of authorization should be by an officer of the corporation under corporate seal.					
Office Use Only Below this line						
Parcel #:		Lot #:		Zoning:		CPA #:
Submittal Date:		<input type="checkbox"/> Walk-in	<input type="checkbox"/> Mail	<input type="checkbox"/> Fax or email	<input type="checkbox"/> Phone	
<i>Attach any comments or concerns</i>						

Application for Plan Approval – Instructions

(For reference only – not required for submittal)

In accordance with the City of Sandusky Codified Ordinances Section 1305.03, Residential permits are required to be obtained before beginning construction, alteration or repairs, other than ordinary repairs, in writing upon application forms furnished by the Office of the Director of Engineering Services. Ordinary repairs are nonstructural repairs and do not include addition to, alteration of, or replacement or relocation of water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electrical wiring, or mechanical or other work which is listed in the Residential Building Code. Before beginning the construction, erection or manufacture of any building for which construction documents are required, the owner shall submit two (2) copies of construction drawings to this division for approval. One (1) set of drawings will be returned to you upon approval. If more than one (1) set is required, submit additional sets. The construction documents shall be accompanied with the application form. All fees are to be paid at the time of submittal.

Application Directions:

1. Check the correct boxes that apply to the proposed project. All special inspections must be approved prior to submission.
2. List the correct address of the project and the type of occupancy. Any structure which has more than three family units or is multi-family with a commercial unit in the same structure is considered a commercial structure.
3. Provide the property owner's name, their address, daytime phone and email address if available.
4. Provide the submitter's name, address, daytime telephone and email address if available. If the submitter is a company provide the legal name of the company and a contact name. All correspondence will be sent to the submitter.
5. Complete the information for the estimated value of the improvement – this is for all permits, regardless of trade. Estimated value includes the reasonable value of all services, labor, materials and use of scaffolding and other appliances or devices entering into and necessary to the prosecution and completion of the work. Work that is merely for embellishment or not necessary for the safe and lawful use of the building or structure, is not deemed a part of such estimated value.
6. Check whether work is to be done by Owner/Occupant or Contractor. If work is being done by Owner/Occupant an affidavit must be signed and notarized.
7. Check whether work is being done in the flood plain. If so, please contact Project Engineer in Department of Public Works prior to beginning project, contact number is 419.627.5932.
8. List any contractor working on the project not listed in the submitter section. All contractors MUST be registered with Division of Building Inspection.
9. Describe the work in your own words. Enough detail should be given to determine the extent of your project and for your plans to be thoroughly reviewed.
10. a) Check mark the boxes for the appropriate floors and list the square feet per floor where the work is being done. Total the square footage for the project. This information will be used in determining your fees.
b) Use the fee schedule and determine the subtotal of all items. Add 1% surcharge – which is paid to the State of Ohio Board of Building Standards. Total – this is the fee due when submitting for your plan approval. Each trade can be submitted separately or at one time. Whichever plans are submitted for review, the fees for that trade must be paid for the review to be done.
11. Check mark whether the application is being signed by the owner or owner's agent. Sign, date and print your name in the appropriate boxes.

The rest of the application is for office use only. Make sure to attach any documentation required.

Once the plans have been examined and approved, a Certificate of Plan Approval will be issued to the applicant along with one set of construction documents. This set of construction documents must remain at the job site at all times during construction.

Inspections can be scheduled by calling the inspectors at least one day prior to the inspection. The number to the Building Department office is 419.627.5940. Inspections not ready or failed may be subject to re-inspection fees. Please call the appropriate inspector for inspections:

- 419.656.9477 for Plumbing and Mechanical
- 419.366.2559 for Building
- 419.656.9685 for Electrical

Once all final inspections have been obtained, a Certificate of Occupancy will be issued for all New Construction, major additions, and alterations. If re-inspection fees are due, those must be paid prior to the Certificate of Occupancy being issued.