

VILLAGE OF OTTAWA

136 North Oak Street, Ottawa, OH 45875 419-523-5020

BUILDING PERMIT PRE-APPLICATION FORM

All Commercial and Industrial Development must complete the Fire Division Information Form

1. Date of Application: _____

2. Name of Applicant: _____

3. Address of Proposed Site: _____

Phone: # _____

Lot Number: _____

*If applicant is not owner, please provide the name, address and phone # of owner: _____

4. Cost Estimate: _____

Material: _____

Labor: _____

5. Distance of Structure from Property Lines:

_____ North _____ East

_____ South _____ West

6. State Building Permit Number: _____

(required for Commercial & Industrial Projects)

7. Fees:

Building Permit..... \$1.00 per \$1000 or part thereof of construction cost *\$15 min. \$500 max.

Will you need?

yes no Sanitary Sewer Tap \$800.00

yes no Water Tap/Meter \$700.00

yes no Sprinkler Meter \$150.00

8. Proposal for Construction: _____
(Please include size of structure and if any asbestos removal is required.) _____

9. Type of materials used for construction: _____

10. Is the development area in a NFIP Flood Zone?
_____ Yes _____ No
*If "yes" attach SFHA Development Application

11. Please list all contractors and sub-contractors, their addresses and phone numbers: (use back if needed)

For Residential Projects:
Please attach sketch of project. For new homes, attach lot and home layout drawings.

For Commercial and Industrial Developments:
Please submit three complete sets of construction drawings.

I hereby declare that the above and attached information are correct. I agree that in consideration of and upon issuance of an building permit, I will do or will allow to be done only such work as herewith applied for and such premises and its existing and proposed building and structures shall be used for such purposes as set forth above. I futher declare that I have been duly authorized by the owner to make the above application and agreements.

Applicant Signature: _____

Building/Zoning Coordinator: _____

Fire Inspector: _____

(for commercial and industrial projects)