

**VILLAGE OF OTTAWA**

136 North Oak Street, Ottawa, Ohio 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 all 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    \$1,000.00
- yes     no    Water Tap/Meter    \$1,200.00
- yes     no    Sprinkler Meter    \$ 267.00

8. Proposal for Construction:

(Please include size and height 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 a building permit, I will do or will allow to be done only such work as herewith applied for such premises and its existing and proposed building and structures shall be used for such purposes as set forth above. I further declare that I have been duly authorized by the owner to make the above application and agreements. I acknowledge any necessary sidewalks shall be completed within six months of the substantial completion of the structure on each lot.

Applicant Signature: \_\_\_\_\_

Building/Zoning Coordinator: \_\_\_\_\_

Fire Inspector: \_\_\_\_\_

(for commercial and industrial projects)