



# RESIDENTIAL APPLICATION FOR ZONING AND BUILDING APPROVAL

**Perkins Township, Department of Community Development 2610 Columbus Avenue, Sandusky, OH 44870**

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 on file and one set will be returned to be kept on the job site. All sections must be completed or the application will be returned.

<b>1</b>	<b>Scope of Project</b> <i>(check all that apply)</i>	<input type="checkbox"/> Structural <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical	<input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Addition	<input type="checkbox"/> Alteration <input type="checkbox"/> Zoning
<b>2</b>	Exact Address of Project:			
<b>3</b>	Parcel No:	Lot No:	Zoning:	Subdivision:
<b>4</b>	Property Owner of Record:	Street Address City, State, Zip:		Daytime Telephone:
<b>5</b>	Applicant Name: <i>(Contractor: list Company Name &amp; Contact Name)</i>		Email:	Daytime Telephone:
<b>6</b>	Estimated Value of Improvement: \$	<b>7</b>	Work will be done by: <input type="checkbox"/> Owner/Occupant <input type="checkbox"/> Contractor	
<b>8</b>	List any and all Contractors or Sub-Contractors working on this project not listed above:			
<b>9</b>	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. <input type="checkbox"/> Carbon monoxide detector installed per RCO 315. <i>(See instructions for code information)</i>			
<b>10</b>	Square Foot of New Construction, Addition or Alteration. Check appropriate areas and list the square footage of each.			
	<input type="checkbox"/> Basement	<input type="checkbox"/> Crawl	<input type="checkbox"/> Third Floor	Total Sq. Ft. of Footprint: <i>(Use to compute Zoning fees)</i>
	<input type="checkbox"/> First Floor	<input type="checkbox"/> Garage		Total Sq. Ft. of all areas: <i>(Use to compute Building Fees)</i>
	<input type="checkbox"/> Second Floor	<input type="checkbox"/> Deck(s), Porch(s)		
<b>11</b>	<b>Fees are due at submittal. See fees on second page: Fees paid by:</b> <input type="checkbox"/> Cash <input type="checkbox"/> Check – List check # _____ Checks are payable to: Perkins Township <input type="checkbox"/> Credit Card Transactions paid using a credit or debit card shall be subject to a non-refundable convenience fee equal to five percent (5%) of the amount of the transaction to be added to the total amount otherwise to be paid.			
<b>12</b>	I hereby certify that I am the (Select one) <input type="checkbox"/> Owner <input type="checkbox"/> Agent for the Owner	<i>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.</i>		
IF WORK IS BEING DONE BY OWNER/OCCUPANT A PERKINS TOWNSHIP AFFIDAVIT SHALL 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*****				
Submittal Date:	<input type="checkbox"/> Walk-in <input type="checkbox"/> Mail	Received by:	Flood Plain?	
<input type="checkbox"/> Approved	Zoning Signature:		Title:	Date:
<input type="checkbox"/> Partial Approved				
<input type="checkbox"/> Not Approved				
<input type="checkbox"/> Approved	Residential Building Official Signature:		Title:	Date:
<input type="checkbox"/> Partial Approved				
<input type="checkbox"/> Not Approved				

### FEES TO BE PAID WORKSHEET

\*\* Round up all square footage figures to the next 100 square feet.

**CHECK ALL THAT APPLY**

\*\*indicates an addition Zoning Fee

<b>BUILDING FEES</b>	
New Construction (One, Two and Three family dwellings), Addition or Alteration	\$200.00 + \$0.10 per square foot**
Crawl space or Basement – Foundation only	\$60.00 (\$0.10 per square foot, basement only)**
Deck – New Construction, Addition or Alteration (200 ft or greater)	\$60.00 + \$0.05 per square foot**
Patio or Deck/Porch Roof (new)	\$75.00**
Roof Replacement: Value of Construction over \$10,000 = \$150, Value of Construction under \$10,000 = \$100.00	
New Detached Accessory Structure over 200 square foot	\$200.00**
<b>Total Building Fees</b>	
<b>MECHANICAL FEES</b>	
Base Fee – New Construction	\$150
Furnace or Boiler Replacement, Condenser, add to existing, wood burner, fireplace	\$75
<b>Total Mechanical Fees</b>	
<b>ELECTRICAL FEES</b>	
New Construction	\$200.00
Base Fee	\$150.00
Temporary Service or Reconnections	\$75.00
Minor Alterations	\$100.00
Swimming pools, spas & hot tubs	\$100.00
<b>Total Electrical Fees</b>	
<b>DEMOLITION</b>	
Demolition of Structure (200-599sqft)	\$25.00, (600 of more square foot) \$150.00
Removal of building of structure from one lot to another over 200 square foot	\$150.00**
<b>Total Demolition Fees</b>	
<b>Total Fees from above</b>	
<b>Board of Building Standards (BBS) Fee (Sub Total X 1%)</b>	
<b>TOTAL FEE</b>	
<b>ZONING</b>	
New Construction (One, Two and Three family dwellings)	\$125.00 + \$0.05 sqft
Addition or Alteration	\$50.00 + \$0.05 sqft
Crawl space or Basement	\$50.00 + \$0.05 sqft
Deck/Shed – New Construction, Addition or Alteration (200 ft or greater)	\$75.00, (less than 200sqft) \$65.00
Patio or Deck/Porch Roof (new)	\$65.00
New Detached Accessory Structure over 200 square foot	\$75.00
Fence	\$35.00
Pool (above ground)	\$25.00, (in ground) \$75.00
<b>Total Zoning Fees</b>	
<b>TOTAL BUILDING AND ZONING FEES</b>	
<i>If paying by Credit Card or Debit Card: Add 5% convenience fee to the "TOTAL ALL SECTIONS" amount.</i>	
<b>Plumbing – Contact Erie County General Health District - email: <a href="mailto:plumbing@eriecohealthohio.org">plumbing@eriecohealthohio.org</a> Telephone: 419-626-5623 ext. 209</b>	

\*\*Square footage figures rounded up to the next 100-square/lineal feet as per Section 108.2 of the OBC

Zoning applications require the following information: Two sets of site or plot plans. Show the actual shape and dimension of the lot to be built upon or to be changed in use. Show the exact setbacks, location, size and height of all buildings or structures on the property. Show the existing and intended use of each building or structure or part thereof (ex. Detached garage, pool, shed.) Show the general topography

## Application for Plan Approval – Instructions

(For reference only – not required for submittal)

of the lot. Show the location and distances to buildings on adjoining premises and the location or land use if no buildings are involved. Show all easements on the property. You are responsible to comply with all easements and restrictions.

In accordance with the Perkins Township Resolution #2011-0079 residential permits are required to be obtained before beginning construction, alteration or repairs, other than ordinary repairs, in writing upon application forms furnished by Perkins Township Building Department. 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, (1) electronic copy 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. Plans shall be of sufficient size and clarity to allow for review. New construction, major additions or alterations shall be submitted on a minimum of 24" X 36" paper. Electronic submittals are not accepted. Before any Building permits are approved all Zoning requirements shall be met including: Appeals and Variances.

### Application Directions:

1. Check the correct boxes that apply to the proposed project. All special inspections must be approved prior to submission. For New Home Construction – Attach a completed Energy Compliance Form.
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 parcel number, lot number, zoning classification and subdivision name. If not known, leave blank and the office can provide this information.
4. Provide the property owner's name, their address, daytime phone and email address if available.
5. 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.
6. 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 completion of the work.
7. 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.
8. List any contractor working on the project not listed in the submitter section.
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. Please check box if the carbon monoxide detector has been installed per RCO SECTION 315 CARBON MONOXIDE ALARMS:
  - 315.1 Carbon monoxide alarms. For new construction, an approved carbon monoxide alarm shall be installed outside of each separate sleeping area in the immediate vicinity of the bedrooms in dwelling units within which fuel-fired appliances are installed and in dwelling units that have attached garages.
  - 315.2 Where required. Where work requiring a permit occurs in existing dwellings that have attached garages or in existing dwellings within which fuel fired appliances exist, carbon monoxide alarms shall be provided in accordance with Section 315.1.
  - 315.3 Alarm requirements. Single station carbon monoxide alarms shall be listed as complying with UL 2034 and shall be installed in accordance with this code and the manufacturer's installation instructions.
10. Check 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. Zoning fees use the sq. ft. of the "footprint", Building fees use the sq. ft. of all floors, including basement and/or crawl space, decks, porches and garages.
11. Use the fee schedule to determine your fee. 1<sup>st</sup> line is for the Base fee. The second line is for any sq. ft. fees and/or additional fees (see fee schedule). The third line is for a 1% surcharge – which is paid to the State of Ohio Board of Building Standards, for all Building Code items. Total – this is the fee due for your plan approval. Each trade can be submitted separately or at one time. The applicant for each trade must pick up the permit for that trade. Plans will not be approved until all work has been submitted for review.
12. Check 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 shall remain at the job site at all times during construction.

Inspections can be obtained by calling the Building Department at 419-609-1435. Inspections not ready or failed may be subject to re-inspection fees. 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.