



Application # \_\_\_\_\_

Date Received: \_\_\_\_\_

Copy to Fire Dept: Yes / No

# Application for Permit

The City of Pickerington has established *Impact Fees* that may be assessed to your project. Please consult the building department staff with questions concerning your project.

Project Address: \_\_\_\_\_ Lot # / Suite # \_\_\_\_\_  
Subdivison / Plaza: \_\_\_\_\_ Parcel # \_\_\_\_\_  
Description of Work: \_\_\_\_\_

Valuation of Construction: \$ \_\_\_\_\_ Total Sq Ft \_\_\_\_\_ Area of Work (sq ft) \_\_\_\_\_

Use Group: \_\_\_\_\_ Construction Type: \_\_\_\_\_

Type of work (Check all that apply):

- Building/Structural    Electrical    HVAC    Plumbing    Fire Protection    Signage

Commercial: Application type (Check all that apply):

4 sets of plans required at submittal

- New Construction    Addition    Alteration    Change of Occupancy  
 Repair / Replace    Other    Signage    Change of Use

Residential: Application type (Check all that apply):

2 sets of plans required at submittal

- New Construction    Addition    Alteration    Repair / Replacement

No. of Units	No. of Stories	Height in Feet	Elevator	Yes / No
No. of Rooms	No. of Bedrooms	No. of Full Baths	No. of Half Baths	
Gross Sq Ft	Living Sq Ft	Non Living SQ Ft	Garage:	2 or 3 car
Type of Heat	A/C	Yes / No	Basement	Yes / No

### Property Owner:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Phone/Fax \_\_\_\_\_  
e-mail \_\_\_\_\_

### Tenant: (If owner, write "Owner" or leave blank)

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Phone/Fax \_\_\_\_\_  
e-mail \_\_\_\_\_

### Contractor: (If owner is completing work - Homeowner's Affidavit must be completed.)

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_ Registration # \_\_\_\_\_  
e-mail \_\_\_\_\_

### Designer: (If owner, write "Owner" or leave blank)

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_ Certification # \_\_\_\_\_  
e-mail \_\_\_\_\_

I hereby certify that I am the Owner of the above named property, or 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 agent. I agree to conform to all applicable laws of this jurisdiction and, when a permit is issued, allow the authorized City Code Official to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit. I certify that the information and statements given on this application are true and correct.

signature of applicant \_\_\_\_\_ printed name \_\_\_\_\_ phone \_\_\_\_\_ date \_\_\_\_\_  
signature of owner \_\_\_\_\_ printed name \_\_\_\_\_ phone \_\_\_\_\_ date \_\_\_\_\_

\*All Commercial Projects will require the signature of the building owner.

## INSTRUCTIONS FOR APPLYING

Please refer to the Ohio Building Code per Part Fourteen Building and Housing Code of the Codified Ordinances of the City of Pickerington, Ohio for all requirements. Copies of the Codified Ordinances are available for public examination at the Office of the City Clerk, 100 Lockville Road and on the Internet at: <http://www.pickerington.net>

- **Application Type:** Multiple categories can be selected.
  - New construction - the erection of a new building or structure.
  - Addition - an extension or increase in floor area or height of an existing building or structure.
  - Alteration - the construction or renovation to an existing structure other than a repair or addition.
  - Repair - the reconstruction or renewal of any part of an existing building or structure for the purpose of its maintenance when the work has limited impact on access, safety or health. Repairs do not include the cutting away of any wall, partition or portions of walls, the removal or cutting of any structural beam or load-bearing support or the removal or change of any required element of accessibility, means of egress or rearrangement of parts of a structure affecting the egress requirements. Repairs do not include addition to, alteration of, replacement or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring or mechanical or fire protection equipment.
  - Replacement - to put something new in the place of what is existing.
  - Removal – to complete remove something from a building or structure, but is not the demolition of a building or structure.
  - Change of Use – when an existing building or space is to have a different occupancy classification or Use Group as defined in Chapter 3 of the Ohio Building Code than was previously approved and no other work requiring approval is proposed. When the proposed use is in a more hazardous category, the building or space must comply with the current building code, regardless the age or condition of the building. Your design professional will be able to use portions of Chapter 34 of the Ohio Building Code to assist you in being in compliance with building code requirements.
  - Change of Occupancy – when a tenant or occupant of a building or space is changing, the occupancy classification of the new occupancy is not changing from what was previously approved and maintained, and no work requiring approval is proposed.
- **Type of work:** Multiple can be selected.
  - Building/Structural – the building envelope like windows, doors, siding, and roofing in addition to the foundation and framing of the structural systems. This includes masonry chimneys and fireplaces.
  - Electrical – the electric service equipment and the distribution system including panels, switches and outlets. Fire alarms required
  - Heating, Ventilating, Air Conditioning – the equipment and ducting to heat, ventilate, or cool a building. This includes solid, liquid, and gaseous fuel gas distribution and venting.
  - Plumbing – sanitary provisions of a building including:
    - Potable water distribution piping with fixtures connecting to a water source, such as a public water system or a private well, including the heating of water for cooking, cleaning, or bathing.
    - Sanitary sewer collection piping with fixtures to connect to a waste water disposal system such as a public sewer or a private sewage treatment facility.
    - Storm sewer collection piping to connect to a storm water disposal system, such as a public storm sewer or a private storm water retention/detention facility.
  - Fire Protection – a system of building or area fire suppression and/or alarm of building occupants.
  - No work – Section 105 of the Ohio Building Code details what work does not require approval, such as: painting and minor repair including changing lamps on lighting fixtures; the connection of portable electrical or mechanical equipment into existing outlets; leaks in existing plumbing; replacement of damaged piping with piping of the same material and joining method, etc.
- **Project address:** Please provide the project address, including the number and street. If a house number has not been assigned by the Planning and Zoning Department, enter the property parcel identification number assigned by either Fairfield or Franklin County in addition to the street name. This number can be found on the deed to the property that was recorded at the county.
- **Scope of Work:** Please provide a brief description of the scope of work to allow us to quickly determine the scope of the project without reviewing the construction documents. If project is an alteration, describe what is being altered, for instance, adding a deck or finishing a basement. If a building system is being replaced, describe what is being replaced, for instance, complete window replacement or complete reroof or new furnace, or new water heater.
- **Valuation of construction:** Please enter the approximate value of the construction covered by this application, including material and labor costs. If materials are donated, they still have a value. Similarly, donated labor or labor performed but not compensated still has a value. The intent of gathering this information is to gauge the level of work being performed in the city and will not determine the cost of any fees associated with this application.
- **Area of Work:** Please enter the approximate, gross area being constructed or altered, in square feet. Include the area of all floors including basements but do not include any crawl spaces. This area may be used to calculate the costs of any fees associated with this application.
- **Construction documents enclosed:** Written, graphic and pictorial documents prepared or assembled for describing the design, location and physical characteristics of the elements of a project necessary for obtaining an approval.
  - Construction drawings shall be drawn to an appropriate scale. Construction documents can contain drawings with plans, elevations and sections, catalogue cuts, specifications, or other supporting material showing the exact scope of the project.
  - In almost all cases, the construction documents will be required to be sealed by a registered design professional.
  - Submit 3 copies for examination and approval with this application. One copy will be shared with the Violet Township or Madison Township Fire Department for the consideration of comments they may have, one copy is kept on file with the building department, and one copy is to be placed at the project address for reference by inspectors.
  - For change of occupancy applications, please submit the Walk-Through Report prepared by the building inspector.
- **Property Owner/Tenant/Contractor/Designer:** Please provide us contact information for the principal participants in this project. Contractors must be registered with Pickerington and some are to be licensed by the Ohio Construction Industry Licensing Board. For almost all projects, the designer will have to be a registered design professional. Fire protection system designers must be certified by the Ohio Board of Building Standards if not a registered design professional.
- **Signature of applicant:** please read the paragraph that all of the information on the application is true and that you are acting as agent of the owner, unless you are the property owner. Please print your name so we can read it and provide a phone number we can reach you should we have questions, or to notify you when the permit is ready to be picked up.