



**BUILDING PERMIT APPLICATION  
CITY OF SIDNEY  
BUILDING INSPECTION DEPARTMENT**

**APPLICATION REQUESTED (check all that apply)**

- Addition-square footage \_\_\_\_\_
- Basement Finishing-square footage \_\_\_\_\_
- Fire/Casualty
- Renovation
- Deck-square footage \_\_\_\_\_
- Electric Drop-\_\_\_\_\_amps
- Electric Rewire
- Electric Partial (2 circuits)
- Electric/Gas Turn On
- Fireplace (woodburning)
- Garage Attached-square footage \_\_\_\_\_
- Garage Detached-square footage \_\_\_\_\_
- HVAC
- Miscellaneous
- Pool In ground
- Pool Above Ground
- Accessory Building/Shed-square footage \_\_\_\_\_
- Hot Tub
- Driveway/Curb Cut
- Single Family Residence-square footage \_\_\_\_\_
- Two Family Residence-square footage \_\_\_\_\_
- Three Family Residence-square footage \_\_\_\_\_
- Other \_\_\_\_\_

**Is this currently a:**

- Single Family Detached
- Single Family Attached (townhouse)
- Two Family Residence
- Three Family Residence
- Other

Permit # \_\_\_\_\_  
 Permit # \_\_\_\_\_  
 Permit # \_\_\_\_\_  
 Permit # \_\_\_\_\_  
 Receipt # \_\_\_\_\_

**PARCEL #** \_\_\_\_\_  
**SEWER PERMIT #** \_\_\_\_\_  
**HEIGHT/# OF STORIES** \_\_\_\_\_

**PROJECT ADDRESS:** \_\_\_\_\_  
**NAME & ADDRESS OF OWNER:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**CONTRACTOR:**  
 \_\_\_\_\_  
 \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ESTIMATED COST OF PROJECT \$** \_\_\_\_\_



*With this application please include the permit fees. Construction also requires 2 sets of plans and a plot plan, drawn to scale, including setback dimensions and isometric drawing of gas lines previous to any inspections.*

**I acknowledge receipt of "Notice of Required Inspections" and accept responsibility for requesting all required inspections.**

(Sign): \_\_\_\_\_

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

Building Inspection Approval: \_\_\_\_\_

Zoning Approval: \_\_\_\_\_

## SUBCONTRACTORS

ELECTRICAL: \_\_\_\_\_

PLUMBING: \_\_\_\_\_

H.V.A.C.: \_\_\_\_\_

MASONRY: \_\_\_\_\_

CONCRETE: \_\_\_\_\_

SPOUTING/ROOFERS/SIDING: \_\_\_\_\_

WINDOWS/DOORS: \_\_\_\_\_

CABINETS/FINISHERS: \_\_\_\_\_

SUPPRESSION: \_\_\_\_\_

PLASTER/DRYWALL: \_\_\_\_\_

PAINTING: \_\_\_\_\_

*All contractors and sub-contractors must be registered to work within the City of Sidney*

**CITY OF SIDNEY  
201 WEST POPLAR STREET  
SIDNEY, OHIO 45365  
(937) 498-8132 Fax (937) 498-8119  
[www.sidneyoh.com](http://www.sidneyoh.com)**

**NOTICE OF  
REQUIRED INSPECTIONS**

The following inspections are required. It is the responsibility of the homeowner and/or contractor performing the work to call for inspections. All work covered without an inspection shall be uncovered and shown to comply with approved plans or applicable codes at owner/contractor's expense and at the discretion of the City.

**PERMIT TYPE:**

**Rewire-existing house**

- 1) **Rough**-after wire is run, boxes mounted, all ground wires connected & all bonding of metal boxes done
- 2) **Final Electric**-devices & covers on, all power on. Panel schedule complete

**Electric Service**

- 1) **Service**-complete installation done including; clevis, weatherhead, all wires terminated, bonding, grounding, & panel schedule complete

**Deck**

- 1) **Footer/post holes**-after all holes are dug, gravel base or concrete in bottom, 32" depth, & before covering to confirm depth if required
- 2) **Rough Frame**-all structural wood in place but no decking-girders bolted to posts or bearing properly, floor joists bearing properly or hangered, ledger board attachment complete
- 3) **Final**-deck complete with railings & steps

**Shed**

- 1) **Footer**-before pour, all bar in place if required
- 2) **Slab**-before pouring, compacted gravel base, vapor barrier down if being used, all mesh or bar in place if used
- 3) **Final**-shed complete, located properly on lot, tied to foundation if required, exterior finishes complete

**Above Ground Pool**

- 1) **Trenches/site**-all trenches for electric and/or plumbing dug, pipe in place if used, electric cable in trench, pedestals for outlets installed
- 2) **Final**-complete installation, electric done & energized, required fence in place

**In-ground Pool**

- 1) **Footer**-before pour, all bar in place if required
- 2) **Bonding**-all metal components bonded, equipotential grid in place, potting compound installed on all connections
- 3) **Trench**-all trenches dug to proper depth, wire & pipe in place, pedestals in place
- 4) **Final**-all work complete, all electric on, fence surrounding pool complete

*If you have any questions, please contact the Building Inspection Department at 498-8130.*

## **NOTICE OF REQUIRED INSPECTIONS**

The following inspections are required! All work covered without inspection will be uncovered and shown to comply with the approved plans and all applicable codes at owner/contractor expense and at the discretion of the City.

### **NEW ROOM ADDITION, SINGLE, TWO, OR THREE FAMILY HOME**

1. Temporary Electric Service: Once set.
2. Setbacks: All builders must locate and show all property pins prior to excavation for inspection purposes to determine that all zoning setbacks have been met.
3. Footers, piers, column pads, grade beams, etc: Before pouring, forms in place. Steel may be required depending upon soil conditions.
4. Poured Foundation: When forms are set and steel is tied in place. Monolithic slab/foundations: When granular fill, perimeter insulation and vapor barrier are in place and ready to pour.
5. Foundation/Drain Tile/Water-Damp Proofing: After Foundation is constructed, water-damp proofing applies, drain tile installed, before backfilling.
6. Slab: After first rough plumbing inspection and the granular fill and vapor barrier are in place.
7. Floor Sheathing Nail Pattern: After sub-floors are constructed.
8. Electric Rough Inspection: Before framing inspection and prior to insulation being installed.
9. Framing Inspection: After plumbing and rough electrical inspections, and prior to insulation being installed, rough HVAC and fireplace, if ready.
10. Insulation Inspection: After insulation is installed.
11. Gas line pressure test
12. Drywall Inspection: After drywall is hung, but before taping and mudding.
13. Service Hook-up: Left up to builder with the exception that the panel board is in place and circuit breaker installed. Needed for final electrical inspection.
14. Final Electric: Before final inspection.
15. Temporary Occupancy: All life safety items complete-at the discretion of the building inspector when weather or other reasons do not allow completion of lawn and/or sidewalks.
16. Final Inspection: Before occupancy.

***If you have any questions, please contact the Building Inspection Department at 498-8130.***

CITY OF SIDNEY, OHIO  
DEPARTMENT OF ENGINEERING  
RIGHT OF WAY PERMIT

No. \_\_\_\_\_

Purpose:  Curb Cut  Driveway  Right of Way  Other \_\_\_\_\_  
 Excavation (provide description of excavation) \_\_\_\_\_

Size of Opening (Width x Depth x Length), if applicable \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant Address \_\_\_\_\_ Phone \_\_\_\_\_

Contractor doing work (if different than Applicant): \_\_\_\_\_ Phone \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Address/Location of work: \_\_\_\_\_

Abutting Property Numbers: \_\_\_\_\_

Starting Date \_\_\_\_\_ Completion Date \_\_\_\_\_

<input type="checkbox"/> Contractor Registered
<input type="checkbox"/> Sewer Builder License
Bond # _____

The undersigned agrees that if granted a permit to make said occupation and/or excavation, he or she will comply with all the requirements and conditions of said permit and of all rules, regulations, and ordinances governing the same. Applicant also agrees to maintain sufficient barricades, warning signs, and lights during entire period that work is being done.

\_\_\_\_\_  
Applicant's Signature Date of Application

Plans submitted  Yes  No  Approved by: \_\_\_\_\_ Date Application Approved \_\_\_\_\_

Asphalt inspection by Street Dept. prior to paving. \_\_\_\_\_  
 Obstacles anticipated within the right-of-way (i.e. steel plates) \_\_\_\_\_

The Applicant is hereby authorized to occupy and/or excavate in or under the above named street at the location designed; provided, however, all work is performed in accordance with the Applicant's plans, the City of Sidney's ordinances, specifications, and the following special conditions:

\_\_\_\_\_  
\_\_\_\_\_

Or such special conditions as may be imposed during the performance of the authorized work.

Permit Number \_\_\_\_\_

\_\_\_\_\_  
City Engineer

GENERAL INSTRUCTIONS

1. A permit is required for every opening.
2. A set of plans showing work to be performed must accompany permit if requested.
3. **A \$10.00 fee is required for all curb cuts and driveways.** If repairs by City crews are billed, a \$25.00 permit fee will be included for right-of-way & excavation.
4. Work must commence within ten (10) days after permit is issued. Work authorized must be completed by expiration date shown on permit.
5. A copy of the Ordinance, specifications, & regulations governing street openings can be obtained from the City Engineer.

*****Office Use Only*****			
Fee \$ _____	Date Paid _____	<input type="checkbox"/> Check No. _____	<input type="checkbox"/> Cash
Inspection Requested _____	(date) _____	Inspection ID # _____	
Inspection Performed _____	(date) _____	by _____	(Inspector)

ORIGINAL to Applicant

YELLOW to Engineering