



## BUILDING PERMIT APPLICATION

THIS FORM IS AVAILABLE AT [www.sidneyoh.com](http://www.sidneyoh.com) SUBMIT ONE APPLICATION PER BUILDING OR STRUCTURE

<b>PROPOSED LOCATION</b> (RCO 107.2.2)	NUMBER AND STREET ( OR PARCEL #)	
<b>1. PROPERTY OWNER</b> (RCO 107.2.4) (Sidney CO 1309.02)	NAME	MAILING ADDRESS
	PHONE #	CITY / ZIP
	E-MAIL	
<b>APPLICANT IS:</b>	<input type="checkbox"/> OWNER (SKIP TO #3) <input type="checkbox"/> CONTRACTOR	<input type="checkbox"/> TENANT <input type="checkbox"/> AUTHORIZED AGENT
<b>2. APPLICANT INFO</b> (RCO 107.2.4)	NAME	MAILING ADDRESS
	PHONE #	CITY / ZIP
	E-MAIL	
<b>3. CONTRACTOR IF NOT APPLICANT</b> (RCO 107.2.4)	NAME	MAILING ADDRESS
	PHONE #	CITY / ZIP
	E-MAIL	

<b>PROPERTY USE:</b>	<input type="checkbox"/> SINGLE FAMILY RESIDENCE - DETACHED <input type="checkbox"/> SINGLE FAMILY RESIDENCE - ATTACHED (PUD) <input type="checkbox"/> TWO FAMILY RESIDENCE <input type="checkbox"/> THREE FAMILY RESIDENCE				
<b>PROJECT: (RCO 107.2.1)</b>	<table style="width:100%; border:none;"> <tr> <td style="width:50%; border:none;"> <input type="checkbox"/> BASEMENT FINISHING – SF _____  <input type="checkbox"/> RENOVATION  <input type="checkbox"/> DECK – SF _____  <input type="checkbox"/> HVAC  <input type="checkbox"/> ELECTRIC DROP – AMPS _____  <input type="checkbox"/> ELECTRIC REWIRE (3 + CIRCUITS)  <input type="checkbox"/> ELECTRIC PARTIAL (2 – CIRCUITS)  <input type="checkbox"/> ELECTRIC/GAS TURN ON  <input type="checkbox"/> NEW RESIDENCE –                <input type="checkbox"/> 1-FAMILY RESIDENCE - SF _____                <input type="checkbox"/> 2-FAMILY RESIDENCE - SF _____                <input type="checkbox"/> 3-FAMILY RESIDENCE - SF _____         </td> <td style="width:50%; border:none;"> <input type="checkbox"/> TEMPORARY POOL  <input type="checkbox"/> IN-GROUND POOL  <input type="checkbox"/> ABOVE-GROUND POOL  <input type="checkbox"/> HOT TUB  <input type="checkbox"/> ACCESSORY BUILDING                <input type="checkbox"/> STORAGE SHED – SF _____                <input type="checkbox"/> DETACHED GARAGE – SF _____  <input type="checkbox"/> ADDITION – SF _____  <input type="checkbox"/> OTHER _____         </td> </tr> <tr> <td colspan="2" style="border:none;">SEWER PERMIT # _____</td> </tr> </table>	<input type="checkbox"/> BASEMENT FINISHING – SF _____ <input type="checkbox"/> RENOVATION <input type="checkbox"/> DECK – SF _____ <input type="checkbox"/> HVAC <input type="checkbox"/> ELECTRIC DROP – AMPS _____ <input type="checkbox"/> ELECTRIC REWIRE (3 + CIRCUITS) <input type="checkbox"/> ELECTRIC PARTIAL (2 – CIRCUITS) <input type="checkbox"/> ELECTRIC/GAS TURN ON <input type="checkbox"/> NEW RESIDENCE – <input type="checkbox"/> 1-FAMILY RESIDENCE - SF _____ <input type="checkbox"/> 2-FAMILY RESIDENCE - SF _____ <input type="checkbox"/> 3-FAMILY RESIDENCE - SF _____	<input type="checkbox"/> TEMPORARY POOL <input type="checkbox"/> IN-GROUND POOL <input type="checkbox"/> ABOVE-GROUND POOL <input type="checkbox"/> HOT TUB <input type="checkbox"/> ACCESSORY BUILDING <input type="checkbox"/> STORAGE SHED – SF _____ <input type="checkbox"/> DETACHED GARAGE – SF _____ <input type="checkbox"/> ADDITION – SF _____ <input type="checkbox"/> OTHER _____	SEWER PERMIT # _____	
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SEWER PERMIT # _____					
<b>DESCRIPTION OF WORK: (RCO 107.2.1)</b>					
<b>ESTIMATED COST OF PROJECT</b> _____					

**ARCHITECT OR ENGINEER- IF APPLICABLE: (RCO 106.1.1-3, 106.2) (Sidney CO 1309.04)**

\_\_\_\_\_ ARCHITECT \_\_\_\_\_ ENGINEER \_\_\_\_\_ DESIGNER REGISTRATION / CERTIFICATION NO: \_\_\_\_\_  
STREET ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE NO \_\_\_\_\_ FAX \_\_\_\_\_ E MAIL \_\_\_\_\_

**EVIDENCE OF RESPONSIBILITY: (RCO 106.2)**

Required residential construction documents, when submitted for review as required under RCO section 107, shall bear the identification of the person primarily responsible for their preparation. The Building Official may rely on the placement of a 'seal' on the documents as evidence that the registered architect or engineer performed any technical analysis.

Document Preparer Name: \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**CONSTRUCTION DOCUMENTS REQUIREMENTS:**

For specific document requirements see (RCO 106.1.3 (1-9) and (Sidney CO 1309.03)

**TIME LIMITATION OF APPLICATION: (RCO 107.2.1) (Sidney CO 1309.05)** Approval of construction documents and issuance of a building permit is a "license". Failure of this office to approve or disapproval within 30 days of submittal is grounds for the applicant to file an appeal. Denial of the issuance of a building permit shall specify the reasons for such denial.

**CERTIFICATION: (RCO 107.2.5)**

I CERTIFY THAT I AM THE: \_\_\_\_\_ OWNER  
\_\_\_\_\_ OWNER AUTHORIZED AGENT

All INFORMATION contained in this application is true, accurate, and complete to the best of my knowledge. All official correspondence in connection with this application should be sent to my attention at the address above. I acknowledge receipt of "Notice of Required Inspections" and accept responsibility for requesting all required inspections.

Signature \_\_\_\_\_

Print Name: \_\_\_\_\_

Date \_\_\_\_\_

**FOR OFFICIAL USE ONLY:**

Date received \_\_\_\_\_ Application # \_\_\_\_\_

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

Processed By: \_\_\_\_\_ Walk in \_\_\_\_\_ Mail In \_\_\_\_\_

Contractor Registration # \_\_\_\_\_

Contractor Customer # \_\_\_\_\_

Floodplain: Yes \_\_\_\_\_ No \_\_\_\_\_

APPROVAL:

Building \_\_\_\_\_

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

In accordance with Ohio Administrative Code (OAC) Chapter 4101:8-1-01, pursuant to Ohio Revised Code (ORC) Section 3791.04, before beginning the construction, erection, or manufacture of any building for which construction documents are required, the owner shall submit to the City of Sidney at least two copies of construction documents to 201 West Poplar Street, Sidney, Ohio, for approval. The construction documents shall be accompanied by the application form and permit fees.

References:

Sidney CO: Sidney Code of Ordinances, Part 13, Building Code  
RCO - 2019 Residential Code of Ohio

**Notes:**

**SUB-CONTRACTORS (Sidney CO 1307.04)**

Electrical: \_\_\_\_\_

Plumbing: \_\_\_\_\_

HVAC: \_\_\_\_\_

Masonry: \_\_\_\_\_

Concrete: \_\_\_\_\_

Spouting/Roofing/Siding: \_\_\_\_\_

Window/Doors: \_\_\_\_\_

Cabinets/Finishers: \_\_\_\_\_

Suppression: \_\_\_\_\_

Plaster/Drywall: \_\_\_\_\_

Painting: \_\_\_\_\_

Framers: \_\_\_\_\_

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

## 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 498-8132.*

## **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 498-8132***