



City of New Philadelphia

150 E High Avenue
New Philadelphia, OH 44663

For Office Use Only

Permit No. _____
Date: _____
Fee: _____
Improvement Coverage: _____
Impervious Surface Coverage: _____
Setbacks Met: _____
BoA: _____

RESIDENTIAL BUILDING PERMIT APPLICATION

Please make checks payable to the City of New Philadelphia. All fees are nonrefundable per Ordinance 1153.02(d). Projects must be started within six months and completed within one year of the approval date of this application per Ordinance 1141.03(a) & (b). Detailed information including site sketch with location of improvements, sizes, and setbacks must be included with this permit per Ordinance 1153.03.

PROPERTY INFORMATION

Property Address: _____	Parcel No.: _____
Lot Number: _____	Flood Zone: <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, a flood study may be required.)
Zoning: <input type="checkbox"/> Residential R-1 <input type="checkbox"/> Residential R-2 <input type="checkbox"/> Residential R-3 <input type="checkbox"/> Mobile Home Park MHP <input type="checkbox"/> Office Transitional District OTD	
<input type="checkbox"/> Central Business District CBD <input type="checkbox"/> Neighborhood Business District NBD <input type="checkbox"/> Regional Business District RBD <input type="checkbox"/> General Industrial GI	

OWNER INFORMATION

Owner's Name: _____	Phone No.: _____
Address: _____	
Email: _____	

LESSEE INFORMATION

Lessee's Name: _____	Phone No.: _____
Address: _____	
Email: _____	

GENERAL CONTRACTOR INFORMATION

Name: _____	Phone No.: _____
Address: _____	

WATER/SEWER CONTRACTOR INFORMATION

Name: _____	Phone No.: _____
Address: _____	
City Plumbing License No. _____ (The contractor must be licensed within the city before performing work here per Ordinance 1313.01.)	
Approval Signature of NP Water Superintendent: _____	Date: _____
Approval Signature of NP Wastewater Superintendent: _____	Date: _____

NEW RESIDENTIAL CONSTRUCTION - \$80.00 single-family; \$160.00 duplex

	Single Family	Duplex	Condo
Total Project Cost	\$	\$	\$
Size (square footage)			
Height (linear feet)			

*A Water Application must be filled out and turned in with all new residential construction. Water Applications can be obtained at the Service Director's office.

*Per Ordinance 907.03, building numbers shall be conspicuously displayed at the front of every house, residence, factory, workshop, or place of business, in numerals large enough to be easily distinguished from the thoroughfare in front of the premises.

RESIDENTIAL UPGRADE INFORMATION

EXISTING IMPROVEMENT INFORMATION

Please provide the size/measurements of the existing improvements and all concrete/asphalt currently in place on your property. This information is needed to determine the lot coverage. If you are installing fencing, you may skip this section.

	Residence	Shed	Garage/Carport	Deck/Porch	Swimming Pool	Concrete/Asphalt
Measurement						
Square Footage						

FENCING - \$30.00

	Wood	Vinyl	Chain Link	Aluminum	Siding
Project Cost	\$	\$	\$	\$	\$
Length					
Height					

*You must provide a site sketch with the fence location and dimensions with this application. The City does not mark property lines. You must contact a surveyor if you have any questions regarding your property line locations.

STRUCTURES - \$40.00 FOR ADDITION OR GARAGE; \$30.00 FOR ALL OTHER CONSTRUCTION

	Addition	Garage	Shed	Deck/Porch	Carport	
Project Cost	\$	\$	\$	\$	\$	
Size (square footage)						
Length						
Width						
Height (linear feet)						

*You must provide a site sketch showing the locations of the improvements on your lot and the setbacks of the proposed new construction.

SWIMMING POOLS - \$40.00

	Above Ground Round	Above Ground Rectangular	Inground
Project Cost	\$	\$	\$
Size (square footage)			
Length	N/A		
Width	N/A		
Pool Wall Height			N/A

*You must provide a site sketch showing the location of the swimming pool on your lot, along with the setbacks. Pools must have a 4-foot fence with locking gate. Gate must open from the inside. Above-ground pool walls can be part of the 4-foot fence.

CONCRETE - \$30.00

	Driveway	Patio	Sidewalk	Curb Cut	Existing Concrete
Project Cost	\$	\$	\$	\$	Drive:
Size (square footage)				N/A	Patio:
Length					Sidewalk:
Width					Other:

*Concrete counts as part of the lot coverage percentage. Please provide existing concrete measurements with this application including driveways, sidewalks, and patios.

ADDITIONAL INFORMATION

If there is any additional information you would like to explain about your project, please do so below:

APPLICANT CERTIFICATION STATEMENT

I hereby declare, under the penalties provided by the zoning ordinance for violations thereof, that the statements made relative to the above project(s) described in this application for a Residential Building Permit are, to the best of my knowledge and belief, true and correct. I acknowledge that the project(s) described herein will be started within six months of approval of this application and completed within one year per Ordinances 1141.03(a) & (b), otherwise a new building permit will need to be obtained. I understand if the lot coverage exceeds the maximum coverage or if setback requirements have not been met according to my property's zoning district, my application will not be approved. I also understand that if my permit application is rejected by the Service Director or Code Administrator, I have the right to appear before the Board of Zoning Appeals for a \$35.00 fee per Ordinance 1309.01, but I must prove a hardship as to why I am asking the Board for a zoning variance request.

Print Name

Applicant's Signature

Date

REVIEW BY SERVICE DIRECTOR OR CODE ADMINISTRATOR

<p>Approved</p> <p>Your Building Permit has been approved. Work must be started within six months and completed within one year of the date below per Ordinances 1141.03 (a) & (b) or a new permit will be needed.</p>
<p>Signature of Code Administrator _____</p>
<p>Date _____</p>

<p>Rejected</p> <p>Your Building Permit has been rejected for the following reason:</p> <p> <input type="checkbox"/> Lot Coverage <input type="checkbox"/> Setbacks <input type="checkbox"/> Permitted Use </p> <p> <input type="checkbox"/> Other: _____ </p> <p>Ordinance: _____</p>
<p>Signature of Code Administrator _____</p>
<p>Date _____</p>

BOARD OF ZONING APPEALS - \$35.00

<p>Please state the reason you are requesting a variance: _____</p>	
<p>_____</p>	
<p>Signature of Applicant _____</p>	<p>Date _____</p>
<p> <input type="checkbox"/> \$35.00 Fee Paid <input type="checkbox"/> Hardship Proven <input type="checkbox"/> Variance Granted <input type="checkbox"/> Variance Denied </p>	<p>Signature of BoA Chairman/Acting Chairman _____</p> <p>Date _____</p>