



BUILDING PERMIT APPLICATION

136 N. Oak Street, Ottawa, OH 45875 419-523-5020

Building/Zoning Coordinator: Beth Collins
bcollins@ottawaohio.us | www.ottawaohio.us

DATE _____

PROPERTY OWNER INFORMATION ☐ APPLICANT			
NAME		PHONE #	
ADDRESS	CITY	STATE	ZIP CODE
BUSINESS NAME		EMAIL ADDRESS	
CONTRACTOR INFORMATION ☐ APPLICANT			
NAME AND/OR COMPANY		PHONE #	
ADDRESS	CITY	STATE	ZIP CODE
NAME AND/OR COMPANY		PHONE #	
ADDRESS	CITY	STATE	ZIP CODE

Please list all contractor & subcontractor contact information. Attach additional pages as needed.

PROJECT INFORMATION		
PROJECT NAME		STATE BUILDING PERMIT # (required for commercial & industrial projects)
BUILDING ADDRESS		
TYPE OF CONSTRUCTION ☐ NEW BUILD ☐ ADDITION ☐ FENCE ☐ OTHER ☐ DEMOLITION ☐ ACCESSORY STRUCTURE		ZONE
TYPE OF MATERIALS USED FOR CONSTRUCTION		PARCEL #
IS ASBESTOS REMOVAL REQUIRED? ☐ YES ☐ NO		
DIMENSIONS OF STRUCTURE LENGTH = _____ WIDTH = _____ HEIGHT = _____	DISTANCE OF STRUCTURE FROM PROPERTY LINES NORTH = _____ EAST = _____ SOUTH = _____ WEST = _____ <i>PROPERTY SURVEY IS SUGGESTED FOR ACCURACY</i>	IS THE DEVELOPMENT AREA IN AN NFIP FLOOD ZONE? ____ YES ____ NO IF YES, ATTACH SPECIAL FLOOD HAZARD DEVELOPMENT APP
IS PROPERTY SUBJECT TO RESTRICTIVE COVENANTS? ☐ YES ☐ NO IF YES, PLEASE PROVIDE COPY OF COVENANTS		

PROJECT COST	
MATERIAL	\$ _____
LABOR	\$ _____

FEE SCHEDULE	
BUILDING PERMIT	
\$1.00 PER \$1,000 OR PART THEREOF CONSTRUCTION COST; \$15 MINIMUM, \$500 MAXIMUM	\$ _____
SANITARY SEWER TAP	
\$1,000	\$ _____
WATER TAP	
\$1,200	\$ _____
WATER METER	
\$370	\$ _____
SPRINKLER METER	
\$370	\$ _____
TOTAL FEES:	\$ _____

RESIDENTIAL PROJECTS REQUIREMENTS

REQUIRED: PHOTO OF PROPOSED CONSTRUCTION & SKETCH (TO SCALE) OF PROJECT AND AERIAL VIEW OF LOT WITH PROPOSED LAYOUT

COMMERCIAL PROJECTS REQUIREMENTS

REQUIRED: TWO COMPLETE ENGINEER SIZE SETS OF CONSTRUCTION DRAWINGS & ONE ELECTRONIC SET

TERMS & ACCEPTANCE

I hereby declare that the above and attached information are correct. I agree that in consideration of and upon issuance of a building permit, I will do or will allow to be done only such work as herewith applied for and such premises and its existing and proposed building and structures shall be used for such purposes as set forth above. I further declare that I have been duly authorized by the owner to make the above application and agreements. I acknowledge any necessary sidewalks shall be completed within six months of the substantial completion date.

CONSTRUCTION TIMELINE

Construction shall begin within six (6) months of the the date of approved permit & completed in its entirety within two (2) years of permit approval. If unable to meet the requirements of the construction timeline, a new building permit must be applied for.

APPLICANT SIGNATURE: _____

BUILDING/ZONING COORDINATOR SIGNATURE: _____

OFFICE USE ONLY	
PERMIT NUMBER:	
ISSUED DATE:	
TOTAL FEE:	
PAYMENT TYPE:	
RECEIVED BY:	
PERMIT APPLICATION EFF. 1/1/2026	

ADDITIONAL INFORMATION

[illegible]