



Building/Zoning Permit Application

City of Reading
1000 Market St, Reading, Ohio 45215-3288

1. Street Address _____

2. Zoning _____ Occupancy _____ Parcel Number _____

3. Property Type: ☐ Residential Property (RCO)
☐ Commercial Property (OBC) _____ Commercial Use Group _____ Construction Type _____

	Name	Address	City	State	Zip Code	Phone
Applicant						
Owner						
Contractor						
Plans By						

Required: Email Address of contact for Plan Review and Other Questions: _____

4. Type of Improvement

- | | | | |
|--|--|---|--|
| ☐ New Building | ☐ Fire Alarm | ☐ Deck | ☐ Pool (Above-Ground) |
| ☐ Alteration | ☐ Fire Suppression | ☐ HVAC | ☐ Pool (In-Ground) |
| ☐ Addition | ☐ Sprinkler ☐ Hood | ☐ Commercial ☐ Residential | ☐ Fence |
| ☐ Repair/Replacement | ☐ Hood System | ☐ Furnace ☐ Air Conditioner | ☐ Shed |
| ☐ Change of Use | ☐ Wrecking/Moving | ☐ Replacement ☐ New | ☐ Sign |
| ☐ Change of Occupancy | ☐ Garage | ☐ Electric ☐ Gas ☐ Oil | ☐ Other _____ |
| | ☐ Roof | | |

5. Description of Work: _____

6. Cost: _____ Estimated cost of construction/Improvement for which this application is being made: \$ _____

7. Use of this Building and Premises: _____ Existing Use: _____ Proposed Use: _____

8. Total Floor Area for New Building/Garage/Sheds/Additions/Decks: _____ (sq ft)

The owner of this building and undersigned, do hereby covenant and agree with all the laws of the State of Ohio and the ordinances of the City of Reading pertaining building(s), and to construct the proposed building(s) or structure(s) or make the proposed change or alteration in accordance with the plans and specifications submitted herewith, and certify that the information and statements on this application, drawings, and specifications to the best of their knowledge, true and correct.

Application By: _____
Owner or Agent's Name(Print) (Sign) (Date)

DO NOT WRITE BELOW THIS LINE (OFFICE USE ONLY)

Permit Fee	\$ _____
OBC 3% (Commercial)	\$ _____
RCO 1% (Residential)	\$ _____
Zoning Fee	\$ _____
Total	\$ _____
Plans Examiner Approval	_____
Date Plans Approved	_____

Zoning Official Approval	_____
Zoning Date Approved	_____
Zoning Permit Number	_____
Building Official Approval	_____
Building Date Approved	_____
Building Permit Number	_____