



PERMIT PROCESS & DETAILS

- Approved permits will be emailed to applicant. Please allow up to 10 days to process.
- Incomplete permit applications will not be processed. All fees are due at the time of submission.

SUBMISSION REQUIREMENTS

- ☐ SITE PLAN / LOCATION PLAN ; DETAILING WHERE PROPOSED WORK IS TAKING PLACE
- ☐ CASH PERFORMANCE BOND (REFUNDABLE) MAY BE REQUIRED PLEASE CALL OR EMAIL FOR DETAILS | \$1000 - \$5000
- ☐ PERMIT FEES *** FEE SCHEDULE WILL BE PROVIDED | JOB SPECIFIC | ADDITIONAL FEE MAY APPLY***
 - SANITARY SEWER LATERAL = \$75
 - STORM SEWER = \$50
 - PUBLIC SIDEWALK = \$40
 - DRIVEWAY APRON = \$40
 - GAS SERVICE LINE = \$50
 - WATERLINE/PLUMBING = \$50
 - ***WATER TAP-IN/CONNECTION***
 - ***SANITARY SEWER CONNECTION***

PROPERTY OWNER INFORMATION

OWNER NAME _____ ADDRESS OF JOB SITE _____

PHONE NUMBER _____ EMAIL ADDRESS _____

GENERAL CONTRACTOR INFORMATION

BUSINESS NAME _____ IS CONTRACTOR REGISTERED? _____

EMAIL ADDRESS _____ PHONE NUMBER _____

SUB-CONTRACTOR INFORMATION

BUSINESS NAME _____ IS CONTRACTOR REGISTERED? _____

EMAIL ADDRESS _____ PHONE NUMBER _____

DETAILS OF PROPOSED WORK

SCOPE OF WORK, INCLUDING TYPE(S) OF SURFACE(S) TO BE PENETRATED: _____

CHECK ALL THAT APPLY: ☐ SANITARY SEWER ☐ STORM SEWER ☐ WATER LINE ☐ GAS LINE ☐ OTHER: _____

DOES WORK INVOLVE TYING INTO ANY VILLAGE INFRASTRUCTURES?

CHECK ALL THAT APPLY: ☐ SANITARY SEWER ☐ STORM SEWER ☐ WATER LINE

DO THE WORK LIMITS CROSS ANY VILLAGE INFRASTRUCTURES?

CHECK ALL THAT APPLY: ☐ SANITARY SEWER ☐ STORM SEWER ☐ WATER LINE

IS THIS IN CONJUNCTION WITH OTHER WORK AT THIS ADDRESS (IF YES EXPLAIN)? _____

DOES WORK REQUIRING TRANVERSING, REMOVING OR CUTTING PUBLIC SIDEWALK (IF YES, SIDEWALK FEE APPLIES)? _____

WORK AREA LIMITS [LENGTH & WIDTH & DEPTH]: _____

DETAILS OF MATERIALS BEING USED INCLUDING BACKFILL: _____

HAS OHIO UTILITIES PROTECTION BEEN NOTIFIED (IF YES GIVE AUTHORIZATION #)? _____

START DATE _____ ESTIMATED COST OF CONSTRUCTION _____

APPROX DATE WHEN PERMANENT & TOTAL RESTORATION WORK WILL BE COMPLETED? _____

APPLICANT SIGNATURE

THE CONTRACTOR OR APPLICANT WILL BE RESPONSIBLE FOR ALL SIGNS, BARRICADES & TRAFFIC CONTROL & MUST FOLLOW OSHA STANDARDS. IF ANY CLOSURES OF PUBLIC PROPERTY, (STREETS, SIDEWALKS) THE CONTRACTOR IS RESPONSIBLE FOR NOTIFYING ALL EFFECTED PROPERTY OWNERS AS WELL AS THE POLICE DEPARTMENT. THIS PERMIT IS ALSO SUBJECT FOR APPROVAL FROM THE POLICE, FIRE, UTILITIES & SERVICE DEPARTMENTS.

APPLICANT NAME _____ EMAIL ADDRESS _____

SIGNATURE _____ DATE _____