

CITY OF NORWOOD

4645 Montgomery Road, Norwood, Ohio 45212

Phone 513-458-4510 Fax 513-458-4511

Permit No. _____

BUILDING/ZONING PERMIT APPLICATION

Associated BP # _____

1. STREET ADDRESS & SUITE #: _____ (Name of Business)

2. ZONING: _____ OCCUPANCY: _____ PARCEL NUMBER: _____

3. ☐ Residential Property (RCO) ☐ Commercial Property (OBC)

	NAME	STREET ADDRESS	CITY	STATE	ZIP	PHONE/FAX
OWNER						
CONTRACTOR						
PLANS BY						

4. TYPE OF IMPROVEMENT

- | | | |
|--|---|--|
| ☐ New Building | ☐ Garage | ☐ Deck |
| ☐ Alteration | ☐ Hood System | ☐ Pool (Above-Ground) |
| ☐ Addition | ☐ HVAC # of Units: _____ | ☐ Pool (In-Ground) |
| ☐ Repair/Replacement | ____Furnace ____Air Conditioner | ☐ Fence |
| ☐ Change of Use | ____Commercial ____Residential | ☐ Shed |
| ☐ Change of Occupancy | ____Replacement ____New | ☐ Sign ID:____ SQ FT: _____ |
| ☐ Fire Alarm | ____Electric ____Gas ____Oil | ☐ Wrecking/Moving |
| ☐ Fire Suppression | ____New System; drawings & specs required | ☐ Other (specify) _____ |
| ____Sprinkler ____Hood | | |

5. DESCRIPTION OF WORK: _____

6. COST: Estimate 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 BUILDINGS/GARAGES/SHEDS/ADDITIONS/DECKS: _____

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 Norwood pertaining to 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 given on this application, drawings and specifications to the best of their knowledge, true and correct.

Application by _____ Date: _____

Owner or Agent's Name (Print & Sign) (phone number)

DO NOT WRITE BELOW THIS LINE

(Office Use Only)

Required Review/upfront Fee \$ _____

Permit or Zoning Fee \$ _____

Fine \$ _____

OBC 3% (Commercial) \$ _____

RCO 1% (Residential) \$ _____

Total \$ _____

Balance Due \$ _____

Payment: ☐Cash ☐Check ☐Credit Card Receipt # _____

Plans Examiner Approval: _____ Date Plans Approved: _____

Construction Type: _____ Use Group: _____

Building/Zoning Official Approval _____ Date Permit Issued: _____



Department of Public Safety
DIVISION OF BUILDING & PROPERTY MAINTENANCE

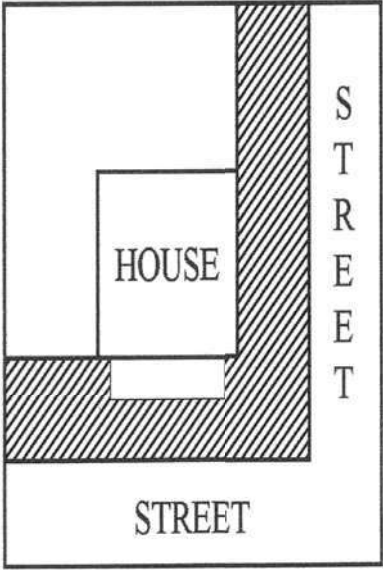
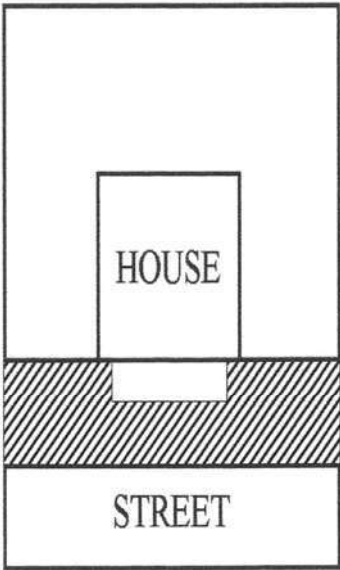
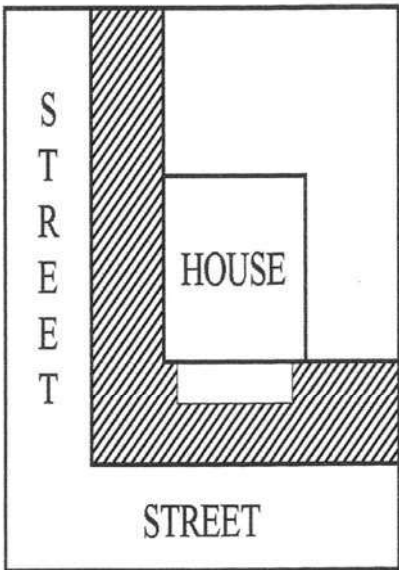
Norwood City Hall
4645 Montgomery Road, rm 101
Norwood, Ohio 45212
TEL: (513) 458-4510
FAX: (513)458-4511

Date: _____ Property Address: _____ Norwood, Ohio 452_____

Permit application # _____

Conditions of the Permit

- 1. The driveway surface must be graded to prevent water from running onto adjoining private or public property.
- 2. Driveway and parking area edger towards neighboring property shall be “rolled formed edges” a minimum of two inches (2”) high.
- 3. Any water diverted onto the property of the holder of the Permit or onto another property will become the responsibility of the holder of the Permit.
- 4. The holder of the Permit warrants that the parking or driving area does not encroach onto any property not owned by the Permit holder.
- 5. All driveway surfaces or any parking area access over City Right of Way will be a minimum of seven inches (7”) of type “C” concrete.
- 6. The City of Norwood assumes no responsibility for the quality of the materials or the quality of the work.



CONDITIONS OF THE PERMIT ACCEPTED:

Owner/Owner’s Representative

Date

Owner OR Owner’s Representative Address City State Zip Code

Phone Number

“Gem of The Highlands”



Departments of Public Service & Public Safety

NORWOOD CITY HALL
645 MONTGOMERY ROAD
NORWOOD, OHIO 45212

BUILDING, HOUSING &
PROPERTY MAINTENANCE
PHONE (513) 458-4510
FAX (513) 458-4511

FIRE DIVISION
PHONE (513) 458-4550
FAX (513) 458-4551

EMS BILLING
PHONE (513) 458-4554
FAX (513) 458-4551

POLICE DIVISION
PHONE (513) 458-4521
FAX (513) 458-4524

POLICE RECORDS/
ALARM BILLING
PHONE (513) 458-4528
FAX (513) 458-4519

PUBLIC WORKS DIVISION
PHONE (513) 458-4615
FAX (513) 458-4622

WATER BILLING DEPT.
PHONE (513) 458-4518
FAX (513) 458-4516

CITY OF NORWOOD RIGHT-OF-WAY

SUPPLEMENTAL SPECIFICATIONS

A minimum 24-HOUR NOTICE is required to schedule an inspection. Contact the Building Department at 513-458-4510 between 8:00 & 9:00 a.m or 4:00-5:00 p.m. to schedule an inspection with Inspector Mark Reeves.

INSPECTIONS:

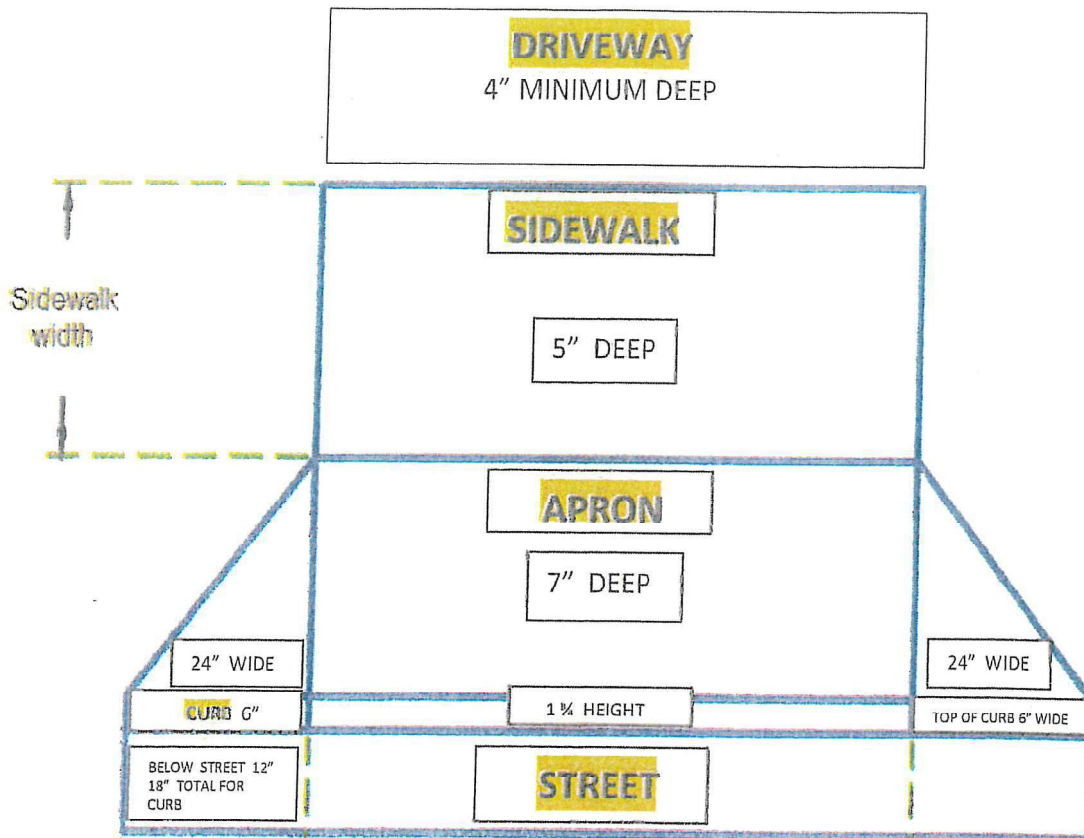
- The excavated undisturbed subgrade is to be inspected by the City prior to placement of any fill material.
- The forms and subgrade are to be inspected by the City immediately prior to pouring if any concrete for all sidewalks, driveway aprons and other right-of-way work.
- Final inspection of completed work and restoration.

All necessary applications and forms are to be approved [prior to scheduling an inspection.

Contractor must be bonded with the City of Norwood to perform any concrete work in the right-of-way OR the owner of a single family owner occupied dwelling may place a secured/certified/bank check on file with the City of Norwood Treasurer guaranteeing the work to be done in accordance with the City of Norwood requirements.

Revised 5/29/03 JC
Re-tyoned cll 03/18/15

"Gem of The Highlands"



- MUST BE REGISTER WITH THE CITY AND BONDED
 - GET A PERMIT (YOU CAN PRINT ONE OFF @ NORWOODOHIO.GOV or COME INTO OFFICE)
 - CALL INSPECTOR TO CHECK FORMS BEFORE YOU POUR (513-458-4510)
 - USE CLASS "C" CONCRETE
 - ANY QUESTION PLEASE CALL INSPECTOR
 - EXPANSION JOINT IS NEEDED WHEN BUTTING UP TO EXISTING SIDEWALK
 - IF YOU BREAK OR CRACK A SIDEWALK THAT IS NOT COMING OUT. YOU MUST REPLACE THAT BLOCK OF CONCRETE
 - COLD PACK STREET IF THERE ARE GAPS
 - REMOVE FORMS AND BACKFILL (DIRT) AFTER JOB IS DONE
 - WHEN TEARING UP SIDEWALK PUT CAUTION TAPE AROUND IT AND KEEP IT THERE UNTIL THE JOB IS DONE
 - CLEAN UP AFTER THE JOB IS DONE
 - THEN CALL INSPECTOR TO CLOSE OUT THE JOB
-
- DRIVEWAY 4" DEEP (MINIMUM)
 - SIDEWALK 5" DEEP
 - APRON 7" DEEP
 - WING SPAN FOR APRON 24"
 - 1 3/4" EXPOSED SURFACE ABOVE STREET LEVEL AT APRON
 - CURB 18" = 6" ABOVE and 12" BELOW. 6" WIDE ON TOP OF CURB

APRON 1 $\frac{3}{4}$ "

