



Village of Monroeville
21 N Main St. ~ P.O. Box 156
Monroeville, OH. 44847

Ph: 419-465-4443 ~ Fax: 419-465-2259

E-mail: AdminOffice@MonroevilleOhio.com

Website: <http://www.MonroevilleOhio.com>

COMMERICAL BUILDING / ZONING PERMIT APPLICATION
PERMIT NO. _____

ASSIGNED BY VILLAGE ADM. OFFICE

VILLAGE OF MONROEVILLE, HURON COUNTY, OHIO _____, 20____.
DATE

YOU ARE REQUIRED TO ATTACH A DRAWING, SKETCH OR PHOTO THAT SHOWS THE DISTANCE BETWEEN THE PROPERTY LINE AND THE PROPOSED STRUCTURE ON ALL SIDES. IF THE PROPOSED STRUCTURE IS SEPARATE FROM THE ORIGINAL STRUCTURE, YOU ARE REQUIRED TO SHOW THE DISTANCE BETWEEN THE TWO STRUCTURES.

IF THE PERMIT APPLICATION IS FOR MORE THAN ONE PROPOSED STRUCTURE, PLEASE FILL OUT A SEPERATE PERMIT APPLICATION FOR EACH STRUCTURE.

THE UNDERSIGNED HEREBY APPLIES FOR A COMMERCIAL BUILDING/ZONING PERMIT FOR THE FOLLOWING USE, TO BE ISSUED ON THE BASIS OF THE REPRESENTATIONS CONTAINED HEREIN, ALL OF WHICH APPLICANT SAYS ARE TRUE. PLEASE PRINT BELOW:

1. PROPERTY LOCATION/ADDRESS: _____

2. PROPERTY OWNER'S NAME: _____
ADDRESS: _____ PH.: _____

3. PROPOSED USE:
____NEW CONSTRUCTION ____COMMERCIAL/BUSINESS ____ADDITION TO BLDG.
____AGRICULTURE BLDG. ____INDUSTRIAL/MANUFACTURING ____FENCE
____GENERAL ____CENTRAL ____LIGHT ____HEAVY

COMMERICAL BUILDING USE: _____

4. DIMENSIONS OF PROPOSED STRUCTURE: A _____ STORY _____ FEET IN HEIGHT, BY
_____ FEET IN LENGTH, AND _____ FEET IN WIDTH.

5. SITUATED ON THE: _____ SIDE OF _____
DESIGNATE IF LEFT OR RIGHT STREET NAME

6. ESTIMATED COST OF PROPOSED STRUCTURE: \$ _____

7. USEABLE FLOOR SPACE DESIGNED FOR LIVING QUARTERS (IF APPLICABLE):
FIRST FLOOR: _____ / SECOND FLOOR: _____
SQ. FEET SQ. FEET

8. CONTRACTOR NAME: _____
ADDRESS: _____ PH: _____
**(CONTRACTORS ARE REQUIRED TO COMPLETE A CONTRACTOR REGISTRATION WITH THE
VILLAGE OF MONROEVILLE, PRIOR TO STARTING WORK IN THE VILLAGE)**

9. APPLICANT NAME: _____
PRINT NAME SIGNATURE DATE

NON-RESIDENTIAL BUILDING PERMITS

SafeBuilt, Huron County Building Department

Robert Kurtz, Chief Building Official / Rosie McCormack, Permit Technician

180 Milan Ave. Norwalk, OH. 44857, Office Ph: 419-668-3092

Email: RKurtz@SafeBuilt.com / RMcCormack@SafeBuilt.com /

HuronCountyBuildingDepartment@SafeBuilt.com

Website: <https://www.HCCcommissioners.com/Huron-County-Commercial-Building-Department/>

FILED WITH ZONING INSPECTOR: _____
ZONING INSPECTOR SIGNATURE DATE

OFFICE USE

DATE APPLICATION RECEIVED: _____, 20____ FEE PAID: \$_____
DATE

UPON THE BASIS OF APPLICATION NO. _____, THE STATEMENTS IN WHICH ARE
MADE A PART HEREOF, THE PROPOSED USAGE IS FOUND TO BE **IN / NOT IN** ACCORDANCE WITH THE
VILLAGE OF MONROEVILLE ZONING ORDINANCE, AND IS HEREBY:

____ **APPROVED** OR ____ **DENIED**

VILLAGE OF MONROEVILLE, HURON COUNTY, OHIO: _____
ZONING INSPECTOR NAME

ZONING INSPECTOR SIGNATURE

ZONING APPLICATION RULED ON: _____, 20____ ZONING DISTRICT: _____
DATE

IF APPLICATION IS DENIED, REASON FOR DENIAL: _____

**COMMERCIAL BUILDING/ZONING PERMIT
SUB-CONTRACTOR LIST**

**YOU ARE REQUIRED TO PROVIDE ALL SUBCONTRACTORS PERFORMING WORK IN ASSOCIATION
WITH THE ABOVE REFERENCED PERMIT NUMBER. PLEASE PRINT:**

1. COMPANY NAME: _____ **CONTACT PERSON:** _____

ADDRESS: _____

PH.: _____ **FAX:** _____

EMERGENCY PHONE: _____ **EMAIL:** _____

TRADE: _____ **ESTIMATED CONTRACT AMOUNT: \$** _____

MONROEVILLE CONTRACTOR REG. #: _____ **FED TAX ID #:** _____

2. COMPANY NAME: _____ **CONTACT PERSON:** _____

ADDRESS: _____

PH.: _____ **FAX:** _____

EMERGENCY PHONE: _____ **EMAIL:** _____

TRADE: _____ **ESTIMATED CONTRACT AMOUNT: \$** _____

MONROEVILLE CONTRACTOR REG. #: _____ **FED TAX ID #:** _____

3. COMPANY NAME: _____ **CONTACT PERSON:** _____

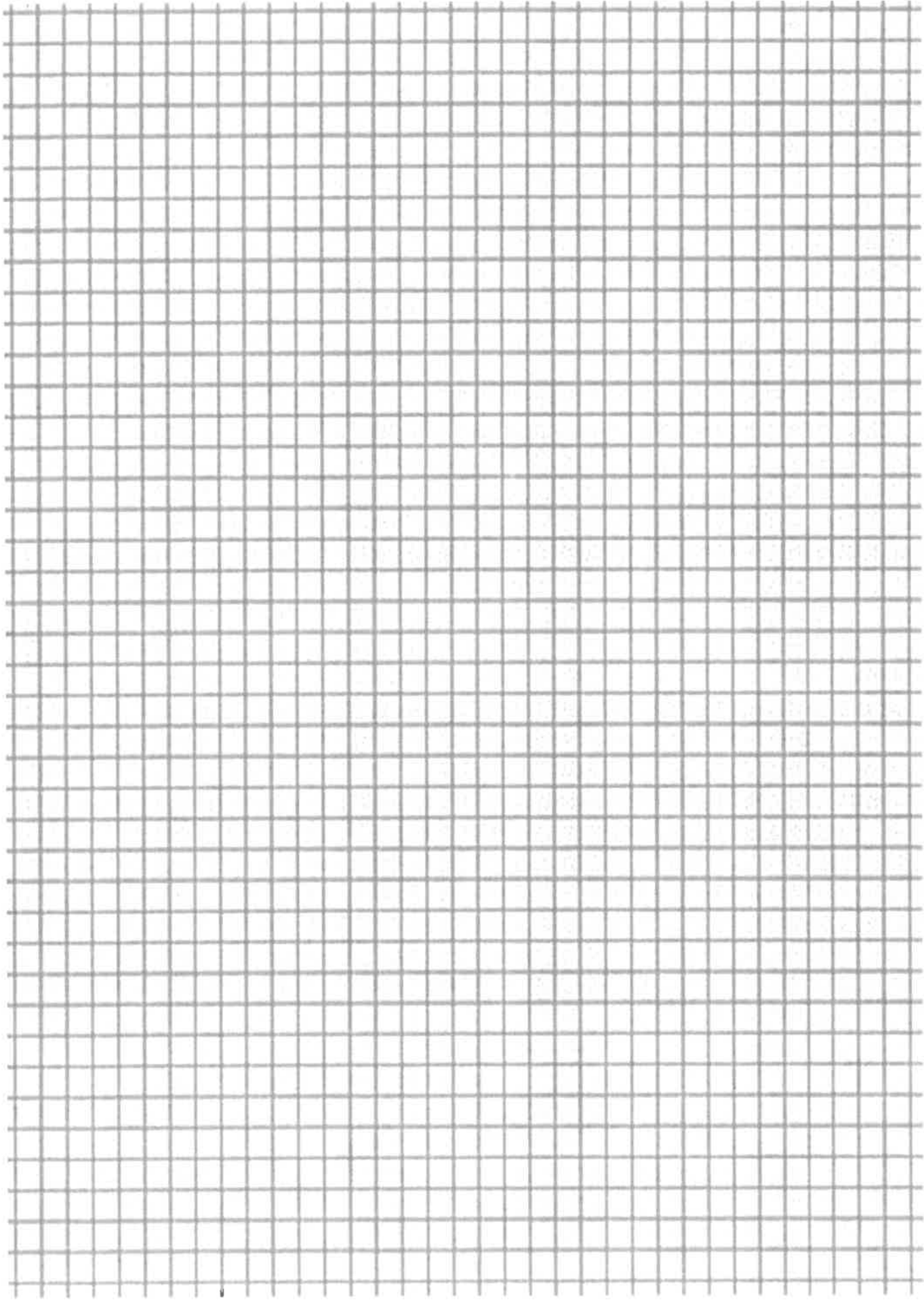
ADDRESS: _____

PH.: _____ **FAX:** _____

EMERGENCY PHONE: _____ **EMAIL:** _____

TRADE: _____ **ESTIMATED CONTRACT AMOUNT: \$** _____

MONROEVILLE CONTRACTOR REG. #: _____ **FED TAX ID #:** _____



SIGNATURE

DATE

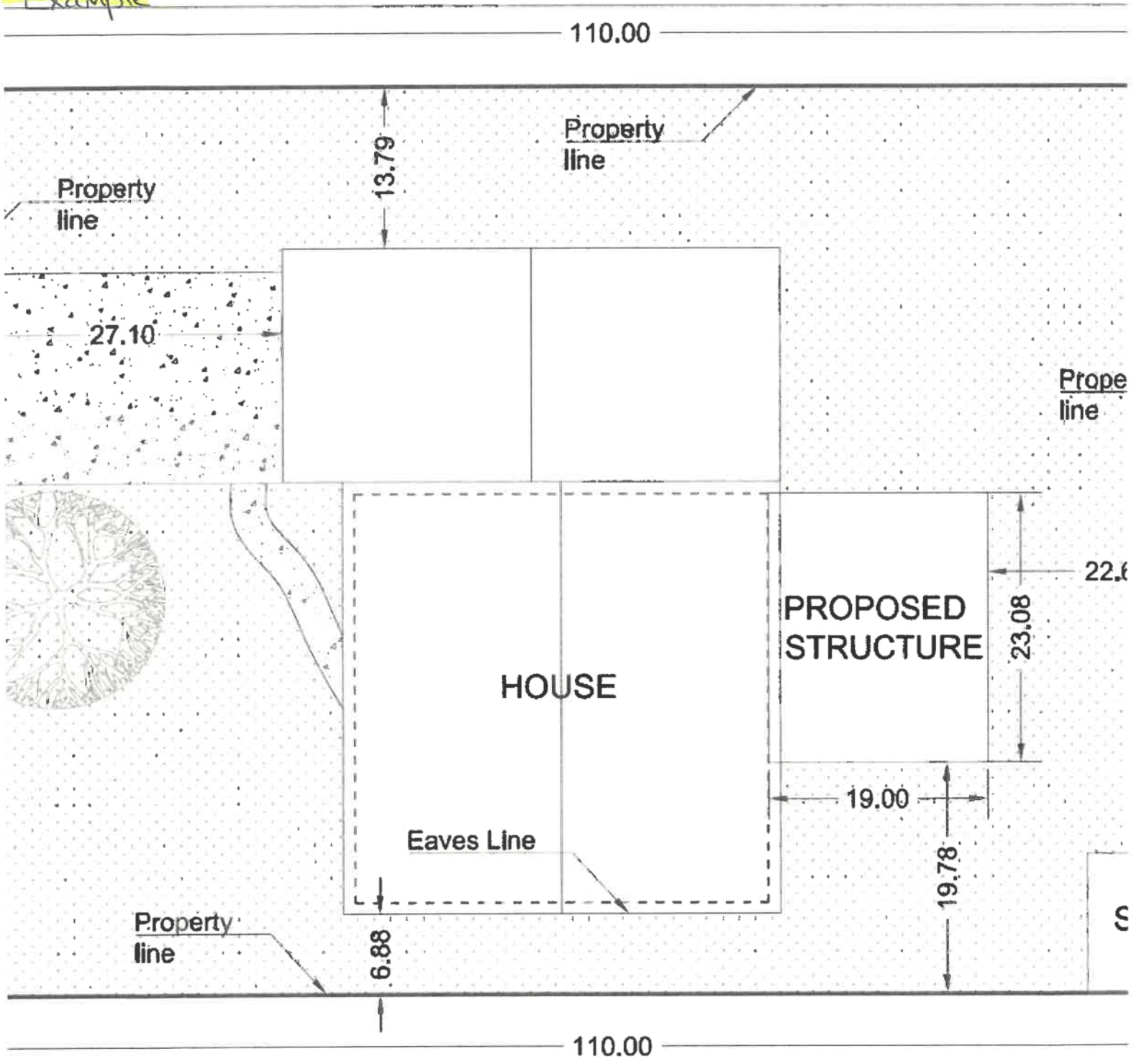
Putting Pen to Paper: Drawing a Rough Sketch of Your Property

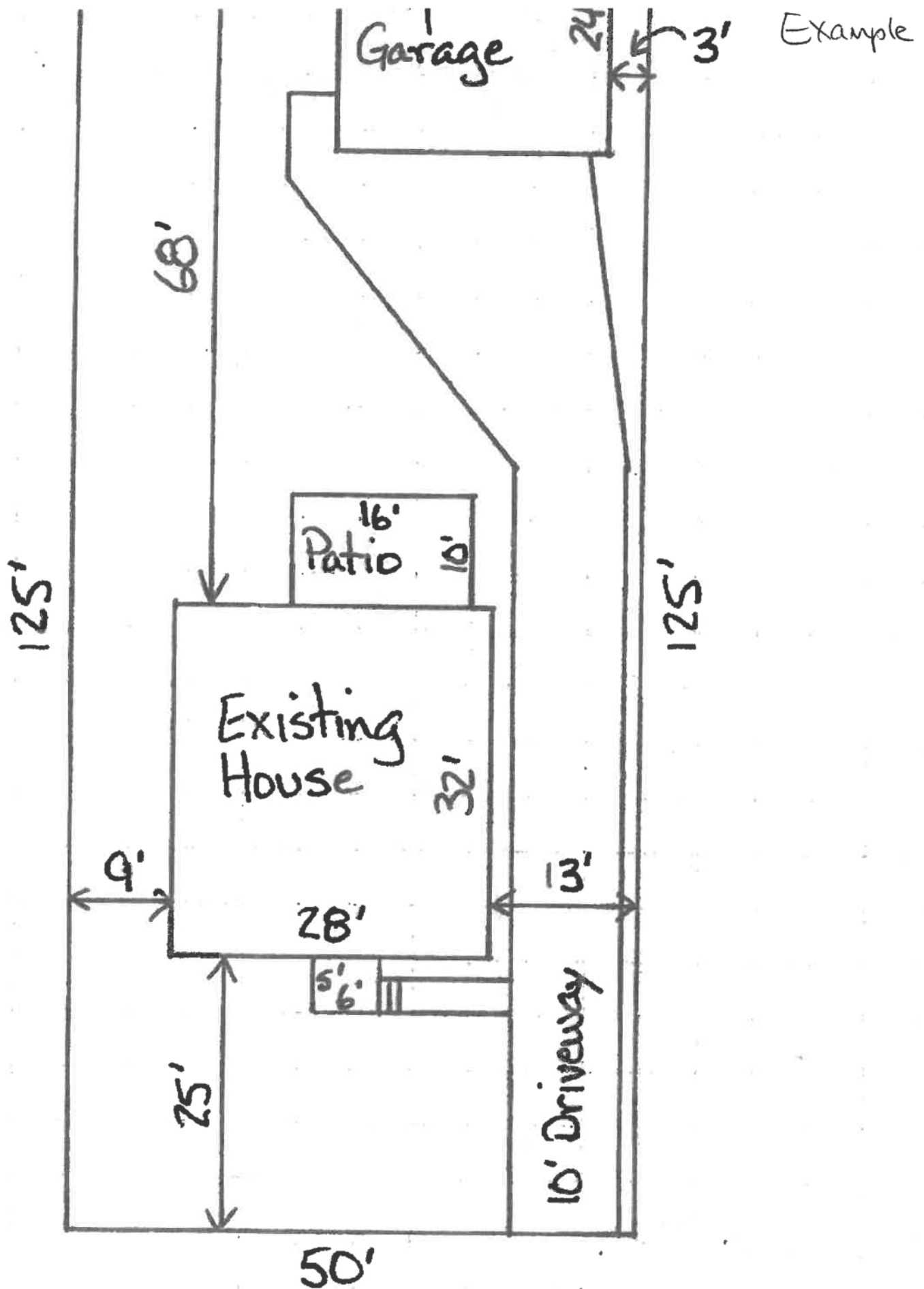
An essential step, both for your own planning and to get village approval, is to draw a site plan. A site plan shows your property line and key information such as buildings, setbacks, lot line, etc. At this stage, you are going to draw in the major elements like building footprints, driveways, significant adjacent features, etc.

Start by sketching out your property lines. Measure your property lines and mark them accordingly. Then add any existing structures (porches, decks, sheds, pools). Focus on the basic shape. You don't need to worry about the inside floor plan, you just need to capture the footprint and whether it is one story or two stories. Also, note special features like porches, and exterior stairways.

See the samples attached...

Example





1235 S. Main St.

Example

