



Permit Application

Property

Parcel: _____
Address: _____
Zoning Dist: _____
Overlay: ☐ CID#1 ☐ SP AREA 1

Owner

Name: _____
Address: _____
Phone: _____
Email: _____

Applicant

Name: _____
Address: _____
Phone: _____
Email: _____

Contractor (if applicable)

Name: _____
Primary Contact: _____
Phone: _____
Email: _____

Project Type: ☐ RESIDENTIAL ☐ COMMERCIAL

Project Details

Improvement Type: _____
Construction Cost: _____
Construction Area Sq. Ft: _____
Structure Height: _____
High-Risk Flood Zone: ☐ YES ☐ NO
Utility Service Release: ☐ YES ☐ NO

Auditor Information

Bedrooms: _____
Bathrooms: _____
Stories: _____
Livable Sq. Ft: _____
Fin. Bsmt. Sq. Ft: _____

Commercial Projects

Use Group: _____
Constr. Type: _____
Occupant Load: _____

Review Requested: (CHECK ALL THAT APPLY)

- | | | | | | | |
|---|---|---|--|--|--|--|
| ☐ HVAC | ☐ Accessory Struc. | ☐ Deck | ☐ Addition/Alt. | ☐ Electric Service* | ☐ Roof | ☐ Swimming Pool |
| ☐ Tmp. Signage** | ☐ Cert. of Occ. | ☐ Gas Line | ☐ Backyard Farm | ☐ Tmp. Dumpster** | ☐ Primary Structure | ☐ Acc. Dwelling Unit |
| ☐ Tmp. Storage** | ☐ Fire Alarm/Line | ☐ Fire/Hood Sup. | ☐ Hood Exhaust | ☐ Permanent Sign | ☐ Minor Subdivision | <small>*include AMP size; Line Drawing required over 400 AMP</small> |
| ☐ Parking Lot | ☐ Site Landscaping | ☐ Pond | ☐ Food Truck | ☐ Farmer's Market** | ☐ Outdoor Stg./Dsp.** | <small>**include start and end dates</small> |

Project Description: _____
(include finish materials)

* I hereby acknowledge that by signing this application, I am the property owner, or their duly authorized representative and this application is submitted with the property owner(s)' full consent and knowledge of the project. I swear or affirm the above information, to the best of my knowledge and understanding, is true and correct and that I do hereby agree to complete the project in compliance with all relevant building codes. As the property owner or their duly authorized representative, I acknowledge responsibility for paying all fees and obtaining all other permits or approvals associated with this project. As the property owner or their duly authorized representative, I hereby authorize City officials the right to come onto the property for the purpose of evaluating the property in conjunction with this application and inspecting the project once completed.

Owner / Owner Rep. Name (Print)

Email

Owner / Owner Rep. Signature*

Date

O F F I C E U S E O N L Y

ZONING

Permit #: _____
Date Submitted: _____
ZC Fee: _____
Payment Type: _____
BZA Case #: _____
Zoning Approved: _____

BUILDING

Permit #: _____
Date Submitted: _____
Deposit Amount: _____
Payment Type: _____
Zoning/FP Approved: _____
Building Approved: _____

FIRE

Inspection: ☐ YES ☐ NO
Date Submitted: _____
FD Fee: _____
Payment Type: _____

Zoning Certificates

CCO Section 1141.06 “Until a Zoning Certificate has been obtained from the Zoning Administrator: (1) The construction, building, moving, remodeling, or reconstruction of any building or structure shall not be commenced; (2) The improvement of land preliminary to any use of such land shall not be commenced; and (3) The use of land, buildings, or structures for temporary and accessory uses shall not be commenced.”

“Zoning Certificates shall be issued, or refusal thereof provided to the applicant, within twenty (20) business days after the date of complete application.”

“A Zoning Certificate shall become null and void twelve (12) months after the date on which it is issued, unless within such twelve (12) month period construction, building, moving, remodeling, or reconstruction of a building or structure is commenced, or a use is commenced.”

Digital submission is preferred.

ZONING CERTIFICATE SUBMITTAL CHECKLIST

The application shall be accompanied by the required fee amount and a site plan drawn to scale showing:

Actual dimensions of the subject property according to the current legal description	☐
The use, height, location, and ground area of all existing and proposed buildings and structures	☐
The proposed building setbacks in relation to property lines, recorded easements, and other existing structures	☐
The location of all vehicular entrances and exits to the property and/or proposed improvement	☐
(Commercial) The location of all off- street parking areas and number of spaces provided therein	☐
(Commercial) The number, type, size, and location of all existing and proposed signs	☐
(Portable Sign/Portable Dumpster/Portable Storage Unit) Starting and ending dates	☐
Architectural plans, a sketch or picture, as requested by the Zoning Administrator, of the proposed building or structure	☐
Other information as may be requested and/or required by the Zoning Administrator to properly evaluate a project	☐
Zoning Certificate Application Fee and Impact Fee (if applicable)	☐

Frequently Asked Questions

Q: Do I need a Permit for work at my house/business?

A: Contact the City of Clayton’s Development Department at 937-836-3500

Building Permits

All Building Permit Applications are assessed for the need for Zoning approval. Applications are submitted to the City of Clayton. Permits and Certificates of Occupancy are released by the City of Clayton. Plan Review and Post-Permit-Approval Inspections are handled by National Inspection Corporation (NIC). NIC makes every effort to process plans as quickly as possible. Timeframes depend on the quality of the plans received. Typically, review timeframes are estimated at one (1) week for residential projects, and two (2) weeks for commercial projects.

Digital submission is preferred.

BUILDING PERMIT SUBMITTAL CHECKLIST

The application shall be accompanied by the required deposit amount and a set of plans which typically include:

Site Plan (see Zoning Certificate submittal checklist for typical site plan contents)	☐
Foundation Plan	☐
Floor Plans	☐
Elevations	☐
Cross Sections	☐
Building Permit Application Deposit	☐

Frequently Asked Questions

Q: Who do I contact for questions, problems, etc.?

A: Contact National Inspection Corporation (NIC) at 937-433-4642 or plans@natinspect.com

Q: Can I start work before a Building Permit is issued?

A: Contact National Inspection Corporation (NIC) at 937-433-4642 to explain your circumstances and they may be able to help you

Q: Does National Inspection Corporation (NIC) issue Plumbing Permits or perform Plumbing Inspections?

A: No, Plumbing Permits and Plumbing Inspections are applied for with Public Health Dayton & Montgomery County (PHDMC); Information about Plumbing Permits and Plumbing Inspections can be found online at www.phdmc.org or by calling 937-225-4421

Residential (1% Ohio State Tax Included for Single Fee Charges ONLY)	Deposit	Additional Bal	Zoning (no tax applied)
AC Replacement - Residential		90.90\$	
Air Handler Replacement - Residential		90.90\$	
Backyard Farm - Residential			75\$
Board of Zoning Appeals (administrative appeal) - Residential			150\$
Board of Zoning Appeals (variance/conditional use) - Residential			250\$
Building (accessory structure 0-200 SF) - Residential			50\$
Building (accessory structure 200+ SF/deck/awning) - Residential	80\$	0.15\$ * SF	50\$
Building (primary structure/addition/alteration/ADU) - Residential	100\$	0.25\$ * SF	0.0010\$ * Const. Cost (Min 150\$; + Impact Fee)
Certificate of Occupancy - Residential		50\$	
Change of Building Plans (after approval) - Residential	75.75\$	Additional SF	
Copy Plans & Restamp - Residential		80.80\$	
Demolition - Residential		50.50\$	
Electric Generator - Residential		101\$	
Electric Vehicle Charger - Residential		90.90\$	
Electrical - Residential	80\$	0.05\$ * SF	
Electrical Service Upgrade/Reconnect (additional wiring) - Residential		75.75\$	
Electrical Service Upgrade/Reconnect (no addt'l wiring) - Residential		60.60\$	
Façade Renovation - Residential			0.0010\$ * Const. Cost (Min 150\$)
Fence 6'+ - Residential	50\$	0.25\$ * 10'	
Furnace Replacement - Residential		90.90\$	
Gas Piping - Residential		75.75\$	
Geothermal Trench/Pressure Test - Residential		75.75\$	
Heat Pump Replacement - Residential		90.90\$	
Industrialized Unit (foundation only) - Residential		101\$	
Legal Review Fees (TIF/developer agreement/etc) - Residential			Billed by City Attorney
Mechanical (HVAC) - Residential	80\$	0.05\$ * SF	
Mini Split System - Residential		181.80\$	
Minor Subdivision - Residential			See Plan Review
Mobile Food Truck - Residential			75\$
Non-Permit Inspection Request with Report - Residential		75\$ * .5 Hour	
Occupying with no Certificate of Occupancy - Residential		202\$	
Out of Normal Hours Inspection (3 hr min) - Residential		125\$ * Hour	

Outdoor Storage/Display - Residential			75\$
Permit Extension - Residential		101\$	
Plan Review - Residential		60\$ * Hour	0.0001\$ * Const. Cost (Min 300\$)
Plan Review (engineering/inspection) - Residential			Billed by City Engineer
Plan Review (minor subdivision: 1161.05) - Residential			250\$
Planning Commission (final development plan) - Residential			500\$
Planning Commission (final subdivision plan) - Residential			500\$ + (10\$ * lot)
Planning Commission (preliminary development plan) - Residential			500\$
Planning Commission (preliminary subdivision plan) - Residential			500\$ + (10\$ * lot)
Planning Commission (re-plat) - Residential			500\$ + (10\$ * lot)
Planning Commission (rezoning/zoning amendment/PDD modification - Residential			500\$
Pond - Residential	unknown	unknown	50\$
Portable Dumpster - Residential			50\$
Portable Storage Unit - Residential			50\$
Re-Inspection (inspection #3+) - Residential		50.50\$	
Roof Replacement - Residential		80.80\$	
Signs (permanent or portable) - Residential			50\$ * Sign (+50\$ bond portable)
Small Farm Animal Enclosure (0-200 SF) - Residential			75\$
Small Farm Animal Enclosure (200+ SF) - Residential	80\$	0.15\$ * SF	75\$
Solar Array (battery storage) - Residential	120\$	5.50\$ * Panel	50\$
Solar Array (no battery storage) - Residential	90\$	5.50\$ * Panel	50\$
Swimming Pool/Hot Tub Building & Electric - Residential		131.30\$	50\$
Temporary Certificate of Occupancy (30 days) - Residential		151.50\$	
Temporary Poles (electric) - Residential		75.75\$	
Temporary Supply (electric) - Residential		75.75\$	
Temporary Tent 400-699 SF with Sides - Residential		101\$	Fire Department Application - 50\$
Temporary Tent 700+ SF with or without Sides - Residential		151.50\$	Fire Department Application - 50\$
Water Heater Replacement - Residential		90.90\$	
Work without a Permit - Residential	Double Fee	(3,000\$ Max)	Legal Action

Commercial (3% Ohio State Tax Included for Single Fee Charges ONLY)	Deposit	Additional Bal	Zoning (no tax applied)
AC Replacement - Commercial		154.50\$	
Awning - Commercial		103\$	
Backyard Farm - Commercial			75\$
Board of Zoning Appeals (administrative appeal) - Commercial			150\$
Board of Zoning Appeals (variance/conditional use) - Commercial			250\$
Building (accessory structure 0-200 SF) - Commercial			50\$
Building (accessory structure 200+ SF) - Commercial	220\$	0.18\$ * SF	50\$
Building (primary structure/addition/alteration) - Commercial	220\$	0.18\$ * SF	0.0010\$ * Const. Cost (Min 150\$; + Impact Fee)
Certificate of Occupancy - Commercial *Hold Building Permit Application until other forms (tax, police, fire) are received*		103\$	75\$
Change of Building Plans (after approval) - Commercial	77.25\$	80\$ * Hour + Added SF	
Demolition - Commercial		100\$ * Structure	
Electric Vehicle Charging Station - Commercial	200\$ * First Charger	150\$ * Each Additional	
Electrical - Commercial	220\$	0.065\$ * SF	
Façade Renovation - Commercial	See Building		0.0010\$ * Const. Cost (Min 150\$)
Farmer's Market - Commercial			75\$
Fence 6'+ - Commercial	80\$	0.25\$ * 10'	
Fire Alarm System - Commercial	220\$	6\$ * Device	
Fire Suppression Systems - Commercial	150\$	0.65\$ * SF	
Furnace Replacement - Commercial		154.50\$	
Gas Piping - Commercial		100\$ * Meter	
Generator (single) - Commercial		103\$	
Geothermal Trench/Pressure Test - Commercial		103\$	
Hood Suppression System - Commercial	150\$	60\$ * Hood	
Industrialized Unit - Commercial	220\$	0.18\$ * SF	
Kitchen Exhaust Hood - Commercial		154.50\$	
Legal Review Fees (TIF/developer agreement/etc) - Commercial			Billed by City Attorney
Mechanical - Commercial	220\$	0.065\$ * SF	
Minor Alteration (building, electric, HVAC, etc.) - Commercial		90\$ * Permit Type	
Minor Subdivision - Commercial			See Plan Review
Mobile Food Truck - Commercial			75\$
Non-Permit Inspection Request with Report - Commercial		125\$ * Hour	
Out of Normal Hours Inspection (3 hr min) - Commercial		140\$ * Hour	

Outdoor Storage/Display - Commercial			75\$
Parking Lot (new or rennovation) - Commercial			0.0010\$ * Const. Cost (Min 150\$)
Partial Permit (footer/foundation) - Commercial	220\$	0.07\$ * SF	
Partial Permit (shell) - Commercial	220\$	0.07\$ * SF	
Partial Permit (tenant finish) - Commercial	220\$	0.08\$ * SF	
Permit Extension - Commercial		103\$	
Plan Review - Commercial		80\$ * Hour	
Plan Review (engineering/inspection) - Commercial			Billed by City Engineer
Plan Review (minor subdivision: 1161.05) - Commercial			250\$
Planning Commission (final development plan) - Commercial			500\$ + (15\$ * acre)
Planning Commission (preliminary development plan) - Commercial			500\$ + (15\$ * acre)
Planning Commission (rezoning/zoning amendment/PDD modification) - Commercial			500\$
Portable Dumpster - Commercial			50\$
Portable Storage Unit - Commercial			50\$
Re-Inspection (inspection #3+) - Commercial		92.70\$	
Revision to Approved Plans - Commercial	100\$	80\$ * Hour	
Roof Replacement - Commercial		154.50\$	
Service Reconnect - Commercial		92.70\$	
Signs 30+ SF Electrical - Commercial		154.50\$	50\$ * Sign (+50\$ bond portable)
Signs 30+ SF Structural - Commercial		154.50\$	50\$ * Sign (+50\$ bond portable)
Signs under 30 SF Electrical - Commercial		77.25\$	50\$ * Sign (+50\$ bond portable)
Signs under 30 SF Structural - Commercial		77.25\$	50\$ * Sign (+50\$ bond portable)
Site Landscaping - Commercial			0.0010\$ * Const. Cost (Min 150\$)
Solar Array (battery storage) - Commercial	250\$	5.50\$ * Panel	50\$
Solar Array (no battery storage) - Commercial	180\$	5.50\$ * Panel	50\$
Storage Rack System - Commercial	220\$	0.15\$ * Floor Area SF	
Surface Mining (sand and gravel) - Commercial			0.0010\$ * Const. Cost (Min 150\$)
Swimming Pool/Hot Tub Building & Electric - Commercial	220\$	0.18\$ * SF	50\$
Temporary Certificate of Occupancy (30 days) - Commercial		257.50\$	
Temporary Structure - Commercial		154.50\$	
Temporary Supply (electric) - Commercial		92.70\$	
Temporary Tent 400-699 SF with Sides - Commercial		154.50\$	Fire Department Application - 50\$
Temporary Tent 700+ SF with or without Sides - Commercial	150\$	0.06\$ * SF	Fire Department Application - 50\$

Underground Fire Line - Commercial	150\$	0.65\$ * 10'	
Wireless Service Facility - Commercial			0.0010\$ * Const. Cost (Min 150\$)
Work without Permit - Commercial	Double Fee	(6,000\$ Max)	Legal Action