

# HAMILTON COUNTY, OHIO

<b>COMMERCIAL APPLICATION</b>
<b>BUILDING PERMIT</b>
<b>NEW CONSTRUCTION, ADDITIONS, ALTERATIONS, REPAIRS DEMOLITION</b>

## DEPARTMENT OF BUILDING INSPECTIONS

ROOM 801, 138 E. COURT ST. , CINTI., OH 45202  
(513) 946-4550 (FAX) 946-4511

PLANNING	ZONE	BOOK	PAGE
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<b>APPLICATION NO.</b>
<b>DO NOT WRITE IN THIS SPACE</b>

USE BALL POINT PEN OR TYPE

**1 PROJECT NAME** \_\_\_\_\_ **LOT** \_\_\_\_\_ **MALL/STRIP CENTER/ OTHER BLDG. NAME** \_\_\_\_\_  
**ADDRESS** \_\_\_\_\_ **ZIP CODE** \_\_\_\_\_ **TOWNSHIP/MUNICIPALITY** \_\_\_\_\_

<b>2 NAME</b>	<b>STREET ADDRESS</b>	<b>CITY</b>	<b>ST.</b>	<b>ZIP CODE</b>	<b>PHONE NO.</b>
BUILDING OWNER					
TENANT					
CONTRACTOR					
DESIGNER OF RECORD					
APPLICANT					
APPLICANT'S E-MAIL ADDRESS				FAX NO.	

**3 PROPOSED USE GROUP:** \_\_\_\_\_ **TYPE OF CONSTRUCTION:** \_\_\_\_\_ **PREVIOUS USE:** \_\_\_\_\_  
(VACANT IS NOT ACCEPTABLE)

**4 TYPE OF WORK:** NEW ☐ ADDITION ☐ ALTERATION ☐ **5 BUILDING IS FULLY SPRINKLERED:** YES ☐ NO ☐  
(CIRCLE ONE)

**6 DESCRIPTION OF WORK:** \_\_\_\_\_

**7 GROSS SQ. FT.:** \_\_\_\_\_ **8 AREA OF THIS PROJECT:** \_\_\_\_\_ **9 EST. START DATE:** \_\_\_\_\_  
(USING OUT TO OUT DIMENSIONS)

**10 NO. OF STORIES:** \_\_\_\_\_ **11 TOTAL NUMBER OF OCCUPANTS:** \_\_\_\_\_ **12 ESTIMATED COST:** \_\_\_\_\_  
(LABOR, MATERIAL, OH&P)

**13 PUBLIC SEWER** ☐ **PUBLIC WATER** ☐ **PRIVATE SEWER** ☐ **PRIVATE WATER** ☐

**14 YOU MAY NEED APPROVALS FROM OTHER DEPARTMENTS BEFORE A PERMIT WILL BE ISSUED.**

**15 THE BUILDING PERMIT WILL NOT BE ISSUED UNTIL:**

- 1) ALL OF THE PROJECT RELATED APPLICATIONS LISTED BELOW ARE PROPERLY FILED AT THE PERMIT COUNTER.
- 2) THE HVAC & EXHAUST HOOD APPLICATIONS HAVE RECEIVED PLAN APPROVAL.

HVAC	<input type="checkbox"/>	N/A	<input type="checkbox"/>	INCLUDED	<input type="checkbox"/>	SEPARATE	APPLICATION NO. _____
GAS LINE	<input type="checkbox"/>	N/A	<input type="checkbox"/>	INCLUDED	<input type="checkbox"/>	SEPARATE	APPLICATION NO. _____
EXHAUST HOOD(S)	<input type="checkbox"/>	N/A	<input type="checkbox"/>	INCLUDED	<input type="checkbox"/>	SEPARATE	APPLICATION NO. _____
FIRE ALARM SYSTEM	<input type="checkbox"/>	N/A	<input type="checkbox"/>	INCLUDED	<input type="checkbox"/>	SEPARATE	APPLICATION NO. _____
HOOD SUPPRESSION SYSTEM	<input type="checkbox"/>	N/A	<input type="checkbox"/>	INCLUDED	<input type="checkbox"/>	SEPARATE	APPLICATION NO. _____
FIRE SUPPRESSION SYSTEM	<input type="checkbox"/>	N/A	<input type="checkbox"/>	INCLUDED	<input type="checkbox"/>	SEPARATE	APPLICATION NO. _____
UNDERGROUND FIRE LINE	<input type="checkbox"/>	N/A	<input type="checkbox"/>	INCLUDED	<input type="checkbox"/>	SEPARATE	APPLICATION NO. _____

**16 ENERGY CONSERVATION REQUIREMENTS:** CHAPTER 13 (OBC) - CALCULATIONS SHALL ACCOMPANY THIS APPLICATION

The owner of this building and undersigned, do hereby covenant and agree to comply with all the laws of the State of Ohio and the resolutions of the County of Hamilton, pertaining to building and buildings, and to construct the proposed building or structure or make the proposed change or alteration in accordance with drawings and specifications submitted herewith, and certify that all of the information and statements given on this application, drawings and specifications are to the best of their knowledge, true and correct.

**NOTE: FILING THIS APPLICATION DOES NOT CONSTITUTE PERMISSION TO BEGIN WORK**

APPLICANT'S PRINTED NAME \_\_\_\_\_ DATE \_\_\_\_\_ APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

(READ LINE 15 ABOVE BEFORE SIGNING THIS FORM)

DO NOT WRITE BELOW THIS LINE

DO NOT WRITE BELOW THIS LINE

**RECOMMENDS PLAN APPROVAL:** \_\_\_\_\_ **DATE** \_\_\_\_\_ **CLARIFICATION MEMO** ☐ **ITEMS** \_\_\_\_\_

**CONDITIONAL RELEASE** ☐ **DAYS** \_\_\_\_\_

**ZONING APPROVAL:** \_\_\_\_\_ **DATE** \_\_\_\_\_ **SPECIAL INSPECTIONS** ☐

DATE	PERMIT	TOTAL	LESS PRE-PAYMENT
PERMIT ISSUED	NUMBER	PERMIT FEE	AMOUNT DUE

DEMOLITION FORM:

(30 DAY PERMIT)

Project Location: \_\_\_\_\_ Township: \_\_\_\_\_

Owner: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Phone No: \_\_\_\_\_

1. As a condition precedent to obtaining a demolition permit, the owner, agent or person in control of a building or structure to be demolished or razed shall notify, in writing, the appropriate utility companies or public authorities serving the building and/or structure of the intention to demolish or raze such building or structure. Such notice shall request the public utility company or public authority to disconnect such service.
2. The property shall be graded to fully and properly drain, with all hazards removed, and permanently stabilized with grass seed and straw mulch per the specification in the current edition of the OEPA Rainwater and Land Development Manual which can be found here: <https://epa.ohio.gov/divisions-and-offices/surface-water/guides-manuals/rainwater-and-land-development>  
Vegetation shall be established and evenly distributed throughout the site with no visible erosion. Sites disturbing more than one (1) acre are required to contact Hamilton County Soil & Water Conservation District at 513-772-7645.
3. Any surface holes or irregularities, wells, septic tanks, basements, cellars, sidewalk vaults or coal chutes remaining after demolition of any building or structure shall be filled with material as approved by the Building Official and shall be graded in such manner that will provide effective surface drainage.
4. All debris and accumulation of material resulting from demolition of any building or structures shall be removed from the premises. All waste materials shall be removed in a manner which prevents injury or damage to persons, adjoining properties and public right-of-ways.
5. Metropolitan Sewer District (MSD) requires a Special Sewer Permit to cap and seal the abandoned sewer lateral prior to the demolition of the physical structure connected to the sanitary sewer. Work must be performed by an MSD licensed sewer tapper. Contact 244-1330 for permit application instructions. MSD Field Section is to be called for inspection of the special permit at (513) 244-1369. Calls received after 9 AM will be scheduled for inspection the next business day.
6. Hamilton County Board of Health requires a permit to abandon an existing sewage treatment system prior to the demolition of the physical structure connected to the sewage treatment system. Work must be performed by a Hamilton County Public Health registered installer. For more information, contact 946-7800.
7. Hamilton County Board of Health requires a permit to abandon an existing private water system (well/cistern/spring/pond used for drinking water/hailed water storage tank) prior to the demolition of the physical structure connected to the private water system. Work must be performed by an Ohio Department of Health registered private water system contractor. For more information, contact 946-7800.
8. Any structures containing hazardous materials such as Asbestos, must receive approval from the Ohio Environmental Protection Agency (OPEA) prior to demolition.
9. A Notification of Demolition form may have to be submitted to the Southwest Ohio Air Quality Agency ten working days prior to the demolition. For more information, call (513) 946-7777.

I \_\_\_\_\_ attest to comply with the above requisitions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date