



Department of Engineering, Division of Building Regulation  
 374 Highland Avenue, Worthington, OH 43085-2662  
 Phone: (614) 431-2424 Fax: (614) 842-6336

<http://www.worthington.org>

Application # \_\_\_\_\_

Permit # \_\_\_\_\_

Receipt # \_\_\_\_\_

# Application for Permit For 4+ Family and Commercial

Electrical/Fire Alarm     HVACR     Fire Suppression

**Project Address:** \_\_\_\_\_  
**Scope of Work:** \_\_\_\_\_

**Type of Work:**     New Building     Addition     Alteration     Repair     Replacement

**Building Permit #** \_\_\_\_\_     Plan Review Required

**ZONING INFO:**

**Zoning District:** \_\_\_\_\_

**Type of Lot:**

Corner Lot

Interior Lot

**Type of Building:**

One Family

Two Family

Multifamily

Commercial

Industrial

**Summary of Use:**

**Special Approvals**

A.R.B Case No. \_\_\_\_\_

B.Z.A. Case No. \_\_\_\_\_

A.D.P. \_\_\_\_\_

Approval Date \_\_\_\_\_

Approval Date \_\_\_\_\_

Approval Date \_\_\_\_\_

**Owner:**

name \_\_\_\_\_

address \_\_\_\_\_

city, state, zip code \_\_\_\_\_

Phone/fax \_\_\_\_\_

**Contractor:** (if owner, write "Owner" or leave blank)

name \_\_\_\_\_

address \_\_\_\_\_

city, state, zip code \_\_\_\_\_

Phone/fax \_\_\_\_\_

State License Number \_\_\_\_\_

**Tenant:** (if owner, write "Owner" or leave blank)

name \_\_\_\_\_

address \_\_\_\_\_

city, state, zip code \_\_\_\_\_

Phone/fax \_\_\_\_\_

**Designer:** (if owner, write "Owner" or leave blank)

name \_\_\_\_\_

address \_\_\_\_\_

city, state, zip code \_\_\_\_\_

Phone/fax \_\_\_\_\_

Architect/Engineer License Number \_\_\_\_\_

Separate permits are required for electrical, heating, ventilating, air conditioning, plumbing, use of public property, and tents. The owner of this property and the undersigned do hereby covenant and agree to comply with all of the laws of the State of Ohio and the Codified Ordinances of Worthington, Ohio, pertaining to buildings and zoning, and to construct the structure 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 is true and correct.

By checking the box below, I further certify that I will be performing all the work myself for no compensation subject to income tax payable to the City of Worthington.

signature of applicant \_\_\_\_\_

printed name \_\_\_\_\_

phone \_\_\_\_\_

date \_\_\_\_\_

Zoning Approval \_\_\_\_\_

date \_\_\_\_\_

Plans Examiner Approval \_\_\_\_\_

date \_\_\_\_\_

Issuing Authority Approval \_\_\_\_\_

date \_\_\_\_\_

Permit :

BBS % :

C of C : \_\_\_\_\_

## INSTRUCTIONS FOR FILING

Please refer to the Residential Code of Ohio per Part Thirteen Building Code of the Codified Ordinances of the City of Worthington, Ohio for all requirements. Copies of the Codified Ordinances are available for public examination at the Office of the City Clerk, 6550 N. High St. and on the Internet at:

<http://www.conwaygreene.com/worthington.htm>

### Application Form

- Select the type of permit or permits being applied for.
- Project address including number and street.
- Provide a brief description of the scope of work beyond addition, alteration, etc. If the project is an alteration, describe what is being altered, for instance, changing the electric service, replacing the furnace, or finishing a basement.
- Type of work. Multiple categories can be selected.
- Indicate the size of the building, addition, altered or repaired space, or the area that is undergoing a change in use.
- Occupancy refers to the number of people the building is designed for. See Chapter 10, Ohio Building Code for requirements to calculate occupancy. Normally does not apply to 1, 2-, and 3-Family residential.
- If this permit is associated with a Building Permit, the plans may already be approved. Enter the Building Permit number (5 digits) or its application number (8 digits) for reference. If there is no Building Permit associated with the project, a plan review may be required. Plan reviews are typically not required for in-kind equipment replacements.

### Zoning Information

- Zoning district. Zoning can be found on the geographical information system (GIS) website. See Chapters 1147 and 1149 for permitted uses and dimensional requirements.
- Indicate the type of lot. Corner lots may have additional setback requirements.
- Indicate the type of use within the zone including a brief description of the activities the owner or tenant in the building in other than residential occupancies.
- City staff will enter the information for any special approvals secured for this application.

### Owner, Tenant, Contractor and Designer Information

- Name, address and phone number of all parties associated with the project. If the tenant is the owner, write Owner or leave blank. Contractor licenses refer to any required by the Ohio Construction Industry Licensing Board.

### Construction documents

- Construction documents can contain drawings with plans, elevations and sections, catalogue cuts, specifications, or other supporting material showing the exact scope of the project. In some cases, the construction documents may required to be sealed by a registered design professional. Refer to the Residential Code of Ohio. Work as shown on the Building Permit drawings do not have to be submitted with this application.
- Submit 2 copies of drawings for Electrical and HVAC.
- Submit 3 copies of drawings for Fire Alarm (electrical) and Fire Suppression.