

**CITY OF ELYRIA  
PERMIT APPLICATION  
OBC - MINOR ALTERATIONS**

THIS APPLICATION SHALL BE USED FOR MINOR ALTERATIONS TO BUILDINGS OTHER THAN 1, 2, 3 FAMILY DWELLINGS. EXAMPLES ARE ROOFING, WINDOW/DOOR REPLACEMENT, SIDING, AND MINOR INTERIOR AND EXTERIOR ALTERATIONS.

1. Business owner's name: \_\_\_\_\_ 2. Contractor: \_\_\_\_\_  
 Company name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Registration # \_\_\_\_\_

2. **Project Address:** \_\_\_\_\_

3. Existing Use \_\_\_\_\_ Type of Construction \_\_\_\_\_

If building is Use Group S, what is the nature of materials to be stored?

Combustible \_\_\_\_\_ Noncombustible \_\_\_\_\_

4. All subcontractors must be registered with the Building dept. (Separate permits are required)

Explain, **IN DETAIL**, the nature of this project. Identify materials and method of construction. Drawings and spec sheets are recommended and may be required for some projects, as determined by the Building Inspector.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**WARNING:** BEGINNING WORK WITHOUT PERMIT IN HAND SHALL RESULT IN PAYMENT OF A DOUBLE FEE. (1317.07, ECO)

**Total cost of construction \$** \_\_\_\_\_ **Date:** \_\_\_\_\_

Owner's or Agent's Signature: \_\_\_\_\_

**FOR CITY USE ONLY:**

A. Greater of \$100.00 or 1/2 of 1% of the total cost of construction \$ \_\_\_\_\_

B. 2 cents per sq. ft. of floor area being altered (Interior alterations) \$ \_\_\_\_\_

C. Subtotal \$ \_\_\_\_\_

D. Add 3% (State of Ohio fee) \$ \_\_\_\_\_

**TOTAL FEE** \$ \_\_\_\_\_

Signature/Date \_\_\_\_\_