

**CITY OF ELYRIA / PERMIT APPLICATION**  
**(ATTACHED 1, 2, 3 FAMILY BUILDINGS), NEW HOME ADDITIONS,**  
**PORCHES, PATIO ENCLOSURES, / SUNROOMS, DECKS, FIRE REPAIR OVER 50 % TAX VALUE, & MISC.**  
**Please Print Clearly**

Address \_\_\_\_\_ Sublot \_\_\_\_\_ Date \_\_\_\_\_  
Owner \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_  
Owner E-mail \_\_\_\_\_  
Contractor \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_  
Contractor E-mail \_\_\_\_\_ Contractor Reg # \_\_\_\_\_  
No. of Dwelling units? \_\_\_\_\_ Owner Occupied? \_\_\_\_\_

It is the applicant's responsibility to complete this application and provide all required drawings.

**A. Zoning:** A site plan must accompany this application and show: a.) location and dimensions of all existing buildings, proposed buildings, and proposed additions; b.) distances between buildings & between buildings and property lines; c.) driveway location and dimensions; and d.) lot dimensions. NOTE: The Public Sidewalk is not the Property line. Corner lots are considered to have two front yards.

**B. Construction: Submit plans in compliance with section 106, RCO** (i.e.: Submit floor plans, exterior elevation drawings, and cross-sectional drawings of footing, wall, floor, roof systems, etc. Submit floor plans of existing space indicating any changes. Submit necessary details as noted below. A grading plan required for new homes and possibly additions contingent upon the size.

1. Indicate square footages of new work: Cellar/Bsmt \_\_\_\_\_ 1<sup>st</sup> Story \_\_\_\_\_ 2<sup>nd</sup> Story \_\_\_\_\_  
Attached Garage \_\_\_\_\_ Front Porch \_\_\_\_\_ Rear Porch \_\_\_\_\_ Deck \_\_\_\_\_  
Other \_\_\_\_\_ TOTAL \_\_\_\_\_ Sq. Ft.

**C. SUBCONTRACTORS:**

ELECTRICAL: \_\_\_\_\_ ROOFING: \_\_\_\_\_  
HVAC: \_\_\_\_\_ EXCAVATING: \_\_\_\_\_  
PLUMBING: \_\_\_\_\_ SIDING: \_\_\_\_\_  
MASONRY: \_\_\_\_\_ DRYWALL: \_\_\_\_\_  
FRAMING: \_\_\_\_\_ GUTTERS: \_\_\_\_\_

**ALL SUBCONTRACTORS MUST BE REGISTERED WITH THE CITY OF ELYRIA**

**Note:** The owner or his agent are responsible for securing permits. The listed agent/ contractor is responsible for requesting inspections. Final inspections and approvals are required prior to the use or occupancy of the space. The address or subplot number must be posted at the site.

**Note: Per the 2019 Residential Code of Ohio, Section 315.2.2 Alterations, repairs and additions.** In existing dwelling units, having fuel-fired appliances or an attached garage, where an application for approval is required for work involving any of the following areas or systems within that dwelling unit, the individual dwelling unit shall be equipped with carbon monoxide alarms located as required for new dwellings: *1. The addition or creation of a new sleeping room. 2. An alteration of a sleeping room. 3. An alteration in the immediate vicinity outside of a sleeping room; 4. An addition of, or an alteration to, an attached garage; 5. An addition, alteration, repair or replacement of a fuel-fired appliance.*

**WARNING:** Beginning work without permit in hand shall result in payment of a double fee (1317.07, Elyria Codified Ordinances)

**THE BUILDING PERMIT MUST BE CONSPICUOUSLY POSTED FOR PUBLIC VIEW**-preferably in a front window.

The undersigned hereby certifies that the information contained herein is accurate to the best of his/her knowledge. The undersigned owner or owner's gent, by commencing or authorizing commencement of work, takes full responsibility for compliance with City Code and State regulations.

Total cost of construction \$ \_\_\_\_\_ . Signature of owner: \_\_\_\_\_ **Print:** \_\_\_\_\_

**FEES:** Signature of owner's agent: \_\_\_\_\_ **Print:** \_\_\_\_\_

- A. Under 1000 Sq. Ft.** \$150.00 per 100 Sq. Ft. or fraction thereof. \_\_\_\_\_ Sq. Ft. (Decks, Porches, Patio Enclosures & Additions)
- B. 1000 -5000 Sq. Ft.** \$ 2,000.00 + \$150.00 deposit. \_\_\_\_\_ Sq. Ft. (New Homes & Additions)
- C. Over 5,000 Sq. Ft.** \$ 2,000.00, Plus \$175.00 per 1000 Sq. Ft., or fraction thereof. + \$150.00 deposit. \_\_\_\_\_ Sq. Ft. (New Homes & Additions)

**BUILDING DEPARTMENT USE ONLY:**

Date Approved/Inspector \_\_\_\_\_ Date Rejected/Inspector \_\_\_\_\_

Zoning \_\_\_\_\_ Fee \_\_\_\_\_ +(State Fee 1 %) Remarks \_\_\_\_\_

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