

	PERMIT APPLICATION SHEET CITY OF FAIRFIELD Building & Zoning Division 5350 Pleasant Ave Fairfield, OH 45014 (513) 867-5318 buildingandzoning@fairfield-city.org	OFFICE USE ONLY
		PERMIT# _____
		COST: _____
		ZONING: _____
		USE GROUP: _____

APPLICATION DATE: _____

JOB SITE ADDRESS: _____

PROPERTY OWNER/TENANT OR NAME OF BUSINESS: _____

OWNER ADDRESS (if different from the job site Address): _____

OWNER PHONE: _____ CONTACT PERSON: _____

EMAIL: _____

CONTRACTOR: _____

ADDRESS: _____ PHONE: _____

CONTACT PERSON: _____ EMAIL: _____

PLEASE CHECK THE APPROPRIATE BOX(ES):

☐ **COMMERCIAL**

☐ **RESIDENTIAL (1, 2 OR 3 FAMILY)**

ELECTRICAL

- ☐ New Construction
- ☐ Temporary Pole
- ☐ Temporary Service
- ☐ Upgrade/Chg. Service
- ☐ Remodel/Rewire
- ☐ Repair/Replace Meter Base
- ☐ Sign Wiring
- ☐ Pool/Hot Tub Wiring
- ☐ Pool Bonding (in-ground)

FIRE

- ☐ Alarm
- ☐ Sprinkler System
- ☐ Underground Fireline
- ☐ Hood Suppression

HVAC

- ☐ Heating Only
- ☐ Cooling Only
- ☐ Heating & Cooling
- ☐ Multi-Unit
- ☐ Misc. Equip.
- ☐ Hood

GAS PIPING

SIGNS

- ☐ Permanent
- ☐ Promotional
- ☐ Grand Opening
- ☐ TENT

☐ **FENCE** _____ *Height*

☐ **SHED** _____ ft X _____ ft (*dimensions*)

☐ **DECK**

☐ **POOL** above-ground or in-ground (circle one)

☐ **ROOF (choose roof type)**

_____ Shingles w/Ice Guard (2 layers max)

_____ Membrane, Metal, or Other (circle one)
(describe below)

☐ **CHANGE OF OCCUPANCY**

☐ **DEMOLITION**

☐ **OTHER** (Please explain below)

DESCRIBE THE WORK THAT IS TO BE DONE: _____

COST OF IMPROVEMENTS: _____ SQ. FOOTAGE: _____

PLEASE SEE REVERSE SIDE FOR MORE INFORMATION

For promotional signs/tents, please list starting and ending dates:

_____ thru _____ thru _____
_____ thru _____ thru _____
_____ thru _____ thru _____

Sq. Footage of Sign or Banner: _____

For electrical permits, you are required to provide following information:

Voltage: _____ Phase: _____ # of Main Disconnects: _____

AMPS: _____ #Meters _____

Service Conductors: _____ Sets of Conductors: _____

Approved by: _____

For HVAC permits, you are required to provide the following information:

BTU/H Output: _____ Heat Loss/Gain: _____

Type of Fuel: _____ # of New Supply/Return Outlets _____

Number of Units: _____ Approved by: _____

For gas piping permits, you are required to provide the following information:

Number of Outlets: _____

Number of Meters: _____

Approved by: _____

For commercial building permits, please provide the following:

Use Group Class: (OBC 302): _____

Type of Construction: _____ Occupancy Load: (OBC 1004) _____

Total Floor Area: _____ Sprinkler System Provided: _____

Architect/Engineer Responsible for Plans: _____