



**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**

- Permanent
- Promotional
- Grand Opening
- TENT

**SIGNS**

**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: \_\_\_\_\_