WESTERVILLE
PLANNING & DEVELOPMENT

64 E. Walnut St.
Westerville, OH 43081-2308
t. (614) 901-6650
f. (614) 901-6666

PERMIT # _____
(Office use only)

DATE _____ PARCEL # _____ **BLDG PERMIT #** _____
(If applicable)

PROJECT
NAME _____

PROJECT
ADDRESS _____
(Include Suite #)

CITY _____ STATE _____ ZIP _____

PROPERTY OWNER

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ EMAIL _____

CONTRACTOR

COMPANY NAME _____

CONTACT _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ EMAIL _____

SYSTEM INFORMATION

☐ NEW SYSTEM   ☐ KITCHEN HOOD SUPPRESSION SYSTEM   ☐ ALTERATION/ADDITION TO EXISTING SYSTEM   ☐ OTHER

DESCRIPTION OF WORK

[ ]

COST OF WORK _____   GROSS SQ. FOOTAGE OF CONSTRUCTION _____
(To include all floors)

(FORM CONTINUES)
PAGE 1 OF 3

v6/18/2019

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SYSTEM INFORMATION (CONT.)

TYPE OF SYSTEM _____

DESIGN APPROACH _____ HAZARD CLASSIFICATION _____

SPRINKLER SYSTEM DEMAND @ BASE OF RISER _____ PSI @ _____ GPM

USE GROUP CLASSIFICATION

☐ ASSEMBLY A- _____
☐ HIGH HAZARD H- _____
☐ STORAGE S- _____
☐ BUSINESS
☐ INSTITUTIONAL I- _____
☐ EDUCATIONAL
☐ MERCANTILE
☐ FACTORY/INDUSTRIAL F- _____
☐ RESIDENTIAL R- _____
☐ UTILITY

In consideration of permission granted I/We agree to construct said work in all respects in conformity with all applicable codes and regulations of the City of Westerville. Please remember that the applicant is responsible for coordinating and scheduling the required inspections on this permit.

_____
SIGNATURE OF APPLICANT/PROJECT CONTACT
Also sign p. 3

_____
DATE

_____
PRINTED NAME

_____
PHONE NUMBER

v6/18/2019

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(OFFICE USE ONLY)   PERMIT # _____

Please ensure that you have included the following listed items with your application.
(If *online submission*, follow the instructions & requirements in the *Submission Guide* and submit through the *Online Plan Submission Portal*, both of which are accessible from the Forms & Applications website).

☐   Completed application form.

☐   **Building Plans:** plans with the correct address & suite # on the cover sheet and a design professional's seal on each sheet. If paper submission, five (5) sets properly bound required.

If applicable, please describe the information and items not included and the reason(s) why.
Incomplete applications will not be accepted.

[ ]

Note: Fees are not paid until approval but for a list of current fees, visit the Commercial Permit Fees page *(accessible from the Forms & Applications website in the **Building Permit Applications** section)*.

By signing below I agree that I have presented all of the items requested in this checklist and that failure to do so may result in rejection or delayed processing of this application.

_____   _____
SIGNATURE OF APPLICANT   DATE