



**FAIRFIELD COUNTY**  
**BUILDING DEPARTMENT**  
 138 West Chestnut Street, Lancaster, Ohio 43130  
 (740) 652-7110 [www.co.fairfield.oh.us](http://www.co.fairfield.oh.us)

FOR DEPARTMENT USE ONLY

Permit App. No. \_\_\_\_\_  
 Date Received \_\_\_\_\_  
 Date Issued \_\_\_\_\_

**APPLICATION FOR PLAN REVIEW AND BUILDING PERMIT**

SITE ADDRESS:			
LOT #:	SUBDIVISION/PARCEL No.:		TOWNSHIP:
LOCATED BETWEEN		and	
ZONING DISTRICT:	FLOOD PLAIN ZONE:	MAP #	DEV. PERMIT No.:
DESCRIPTION OF PROJECT:			
APPLICATION DATE:     /     /		PROJECT COST: \$	
ESTIMATED STARTING DATE:		ESTIMATED FINISH DATE:	
TYPE OF IMPROVEMENT:	<input type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> ADDITION	<input type="checkbox"/> ALTERATION
	<input type="checkbox"/> CHANGE OF USE	<input type="checkbox"/> OCCUPANCY	<input type="checkbox"/> OTHER
APPLICATION FOR:	<input type="checkbox"/> BUILDING (STRUCTURAL)	<input type="checkbox"/> ELECTRICAL	<input type="checkbox"/> MECHANICAL
	<input type="checkbox"/> FIRE ALARM	<input type="checkbox"/> DEMOLITION	<input type="checkbox"/> FOUNDATION START
	<input type="checkbox"/> INDUSTRIALIZED-UNIT	<input type="checkbox"/> OTHER	_____
<b>COMMERCIAL:</b> OBC USE GROUP: _____ MIXED USE: <input type="checkbox"/> YES <input type="checkbox"/> NO <i>IF YES; SEPARATED</i> <input type="checkbox"/> YES <input type="checkbox"/> NO			
CONSTRUCTION TYPE: <input type="checkbox"/> IA <input type="checkbox"/> IB <input type="checkbox"/> IIA <input type="checkbox"/> IIB <input type="checkbox"/> IIIA <input type="checkbox"/> IIIB <input type="checkbox"/> IV <input type="checkbox"/> VA <input type="checkbox"/> VB			
OWNERS NAME:			
ADDRESS:			
TELEPHONE:		MOBILE:	
E-MAIL ADDRESS:			
CONTRACTOR:			
CONTRACTOR REGISTRATION No.:			
ADDRESS:			
TELEPHONE:		MOBILE:	
E-MAIL ADDRESS:			
APPLICANT:			
ADDRESS:			
TELEPHONE:		MOBILE:	
E-MAIL ADDRESS			
DESIGN PROFESSIONAL:			
<input type="checkbox"/> ARCHITECT /	<input type="checkbox"/> ENGINEER	REGISTRATION No.:	
ADDRESS:			
TELEPHONE:		MOBILE:	
E-MAIL ADDRESS			



# FAIRFIELD COUNTY BUILDING DEPARTMENT

138 West Chestnut Street, Lancaster, Ohio 43130

(740) 652-7110 [www.co.fairfield.oh.us](http://www.co.fairfield.oh.us)

BUILDING AREA				
SQUARE FEET AREA	NEW & ADDITIONS	ALTERATIONS	CHANGE OF USE	OCCUPANCY LOADS
BASEMENT				
FIRST FLOOR				
2, 3, 4 FLOORS, ETC.				
<b>TOTAL AREA SQUARE FEET</b>				
BUILDING PERMIT				
<input type="checkbox"/> COMMERCIAL <input type="checkbox"/> OTHER _____		BASEMENT: <input type="checkbox"/> BLOCK <input type="checkbox"/> POURED <input type="checkbox"/> WOOD <input type="checkbox"/> OTHER		
# OF ROOMS:				
# OF BUILDINGS:      # OF UNITS:		# OF FULL BATHS:		# OF 1/2 BATHS:
# OF STORIES      HEIGHT IN FEET:		A/C: <input type="checkbox"/> YES <input type="checkbox"/> NO		ELEVATOR: <input type="checkbox"/> YES <input type="checkbox"/> NO
ELECTRICAL PERMIT				
TYPE: <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> TEMPORARY SERVICE <input type="checkbox"/> NEW SERVICE <input type="checkbox"/> ADDITION/ALTERATION <input type="checkbox"/> REPLACEMENT/REPAIR <input type="checkbox"/> HOT TUB <input type="checkbox"/> MOBILE HOME SERVICE <input type="checkbox"/> OTHER				
VOLTAGE:	PHASE:	SERVICE CONDUCTORS:	/ SET # OF SETS:	
NUMBER OF METERS:		NUMBER OF MAIN DISCONNECTS:		
NUMBER OF FIXTURES, SWITCHES, OUTLETS, ETC.: _____		NUMBER OF SUB PANELS, DISCONNECTS, ETC.: _____		
FIRE ALARM				
ALARM SYSTEM: <input type="checkbox"/> YES <input type="checkbox"/> NO		NO. OF DEVICES:		
TYPE: <input type="checkbox"/> LOCAL <input type="checkbox"/> CENTRAL STATION <input type="checkbox"/> REMOTE STATION <input type="checkbox"/> PROPRIETARY <input type="checkbox"/> OTHER _____				
FIRE SUPPRESSION				
<input type="checkbox"/> SPRINKLERS <input type="checkbox"/> HOOD SUPPRESSION <input type="checkbox"/> LIMITED AREA				
TYPE OF SYSTEM: <input type="checkbox"/> WET <input type="checkbox"/> DRY <input type="checkbox"/> ANTI-FREEZE <input type="checkbox"/> CHEMICAL <input type="checkbox"/> OTHER _____				
NO. OF HEADS:		NO. OF STANDPIPES:		NO. OF RISERS:
HVAC PERMIT				
Describe Heating System: BRAND: _____ MODEL: _____		# OF UNITS:		
		OUTPUT (BTU/HR):		TONS:
Describe Cooling System: BRAND: _____ MODEL: _____		FUEL TYPE:		# OF OUTLETS:
		<input type="checkbox"/> FORCED AIR <input type="checkbox"/> RADIANT <input type="checkbox"/> GRAVITY <input type="checkbox"/> INFRARED <input type="checkbox"/> HEAT PUMP <input type="checkbox"/> BOILER/STEAM <input type="checkbox"/> CONDENSING UNIT <input type="checkbox"/> COOLING TOWER <input type="checkbox"/> EVAPORATION COOLER		
TYPE: <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> ALTERATION <input type="checkbox"/> REPLACEMENT/REPAIR		FIREPLACE TYPE: <input type="checkbox"/> MASONRY <input type="checkbox"/> MANUFACTURED <input type="checkbox"/> INSERT <input type="checkbox"/> STOVE <input type="checkbox"/> SOLID FUEL <input type="checkbox"/> GAS LOGS		



# FAIRFIELD COUNTY BUILDING DEPARTMENT

138 West Chestnut Street, Lancaster, Ohio 43130

(740) 652-7110 [www.co.fairfield.oh.us](http://www.co.fairfield.oh.us)

## DEMOLITION PERMIT

STRUCTURE(S) TO BE:  MOVED  DEMOLISHED  
 OTHER \_\_\_\_\_

TOTAL SQUARE FOOTAGE OF BUILDING(S): \_\_\_\_\_

MOST RECENT USE OF BUILDING(S): \_\_\_\_\_

PROPOSED USE OF SITE FOLLOWING DEMOLITION: \_\_\_\_\_

## SIGN PERMIT

SIGN HEIGHT: \_\_\_\_\_ FEET \_\_\_\_\_ INCHES:

SIGN FACE AREA: \_\_\_\_\_ HT X \_\_\_\_\_ WD = \_\_\_\_\_ SQ. FT.

IS THERE A COMPREHENSIVE SIGN PLAN FOR THIS SITE?  YES  NO

TYPE:  WALL  GROUND  PROJECTION  AWNING  CANOPY  SUBDIVISION  FACE REPLACEMENT  
 OTHER \_\_\_\_\_

CHARACTERISTICS:  DOUBLE FACED  PERMANENT  TEMPORARY  ILLUMINATED  NON-ILLUMINATED  
 ON-PREMISE  OFF-PREMISE  OTHER \_\_\_\_\_

## SWIMMING POOL PERMIT

SWIMMING POOL TYPE:  ABOVE GROUND  IN-GROUND  
 OUTDOOR  INDOOR

SIZE: \_\_\_\_\_ FEET X \_\_\_\_\_ FEET OR DIA.: \_\_\_\_\_ FEET

TOTAL SQUARE FOOTAGE: \_\_\_\_\_

DOES POOL HAVE A DECK/ WALKWAY/ APRON AROUND IT?  
 YES  NO

HOW IS POOL PROTECTED? 5-FT. MINIMUM BARRIER  
 REQUIRED.  FENCED YARD  BUILT-IN GUARDRAIL

## CERTIFICATION

**ALL PERMITS SHALL EXPIRE ONE YEAR FROM THE DATE OF ISSUE. A ONE TIME RENEWAL SHALL BE PERMITTED IF THE ORIGINAL PERMIT HAS NOT EXPIRED. RENEWED PERMITS SHALL EXPIRE ONE YEAR FROM THE RENEWAL DATE.**

*I FULLY UNDERSTAND THAT NO EXCAVATION, CONSTRUCTION, OR STRUCTURAL ALTERATION, ELECTRICAL OR MECHANICAL INSTALLATION OR ALTERATION OF ANY BUILDING, STRUCTURE, SIGN, OR PART THEREOF AND NO USE OF THE ABOVE SHALL BE UNDERTAKEN OR PERFORMED UNTIL THE PERMIT APPLIED FOR HEREIN HAS BEEN APPROVED AND ISSUED BY THE FAIRFIELD COUNTY BUILDING DEPARTMENT.*

*I hereby certify that I am the owner of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent and I agree to conform to all applicable laws of the jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.*

**I HEREBY ACKNOWLEDGE THAT I HAVE READ AND FULLY UNDERSTAND THE ABOVE LISTED INSTRUCTIONS.**

SIGNATURE OF APPLICANT: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

HOLD / DATE: \_\_\_\_\_  
 REASON: \_\_\_\_\_

INCOMPLETE  COMPLETE  APPROVED  DISAPPROVED

BUILDING OFFICIAL: \_\_\_\_\_

PLANS EXAMINER: \_\_\_\_\_

- General/Structural
- Electrical
- HVAC/Refrigeration
- Sprinkler/Fire Suppression
- Fire Alarm - # Devices \_\_\_\_\_
- Minor Work \_\_\_\_\_
- Plan Review Fee

- Final Certificate (due and payable with building permit)
- Occupancy or Change of Use
- Demolition
- Foundation Start
- Temporary Electric Service
- Variance from a Building Code Section
- Miscellaneous Charges-explain \_\_\_\_\_