



PERMIT APPLICATION

For more information: 513-792-8309

Community Development Department
10101 Montgomery Road
Montgomery, OH 45242
Phone: 513-891-2424 · Fax: 513-891-2498
www.montgomeryohio.org

- Residential (3 sets of construction drawings + required site plans)
Commercial (4 sets of construction drawings + required site plans)

Estimated Project Cost \$

Site Address:

- Check if property is located in:
Heritage District
Flood Plain

Commercial Tenant New Existing

Project Description:

Table with 5 columns: PLEASE PRINT, NAME, STREET ADDRESS, CITY, STATE, ZIP, PHONE & FAX NUMBER. Rows include PROPERTY OWNER, CONTRACTOR, ELEC/HVAC CONTRACTOR (if applicable), and ARCHITECT (if applicable).

Permit Type Requested (check all that apply):

- New Construction, Addition, Alteration/Remodel, Change of Use/Occupancy
HVAC, Fire Suppression, Fire Alarm, Kitchen Exhaust Hood
Accessory Structure/Pool, Sign, Electric Service Size, Other

Total Square Feet of Building: SQ. FT. Total Square Feet of Project Area: SQ. FT.

Commercial Only: Use Group: Construction Type: Occupant Load:

All construction plans, specifications, site plans and other materials and information submitted with this application are incorporated into and made part of this application. Applicant acknowledges that the Owner has given Applicant the authority to apply for the building permit and agrees to complete the work in accordance with the terms of the permit and applicable Federal, State and local laws and regulations.

Applicant's Name (print) Company:

Applicant's Address Phone (primary):

Fax: Applicant's Email:

Applicant's Signature: Date:

FOR OFFICE USE ONLY

Deposit Amount: \$ Received By: Plans Sent to: Fire Department Engineering Zoning

Approved/Not Approved Date: Permit Number: Date Zoning Permit Issued:

1. Site Work

If your project includes site work, such as new construction, additions, decks, pools, accessory structures, new or reconfigured parking areas, stormwater handling infrastructure, dumpster enclosures, etc, then in addition to this permit application, you must apply for a zoning permit and submit site plans. All permit applications which include site work, but do not require engineering plan review and approval shall submit two (2) site plans. For residential plans which require engineering plan review and approval, four (4) site plans shall be submitted. For commercial plans which require engineering plan review and approval, five (5) site plans shall be submitted.

2. HVAC & Electrical Permits

A Building Permit Application for new construction, additions or alterations/remodels may include HVAC and/or Electric; however, the applicant must also provide the name of the HVAC and/or Electric Contractor and must check “HVAC” and/or “Electric” under Permit Type Requested. **The plan reviewer will not review the plans for HVAC and/or Electric approval if the box is not checked.** Commercial HVAC and Electric permits may be applied for separately. Line drawings are required for commercial electric permits and any project over 400 amps at the time of application. Fire Damage Reconnects require an insurance adjusters report. Reconnects require reason for shut-off to be submitted.

The City of Montgomery does not issue the following permits or approvals. Applicants must secure permits from these agencies directly:

Plumbing Permits	Hamilton County General Health District	513-946-7800
Water Service	Greater Cincinnati Water Works (for most properties)	513-591-7700
Sanitary Sewer Service	Hamilton County Metropolitan Sewer District	513-244-5500
Gas & Electric Service	Duke Energy	513-421-9500

Additional information and forms can be obtained online at www.montgomeryohio.org or by contacting the Community Development Department at 513-972-8309.