



1704 W. Galbraith Rd. Phone (513) 521-7413 Fax (513) 931-1236

CITY OF NORTH COLLEGE HILL
BUILDING PERMIT APPLICATION

Project address _____

Owner _____

Address _____ Phone _____

Plans by _____

Address _____

Contractor _____

Address _____ Phone _____

New Building _____ Alteration _____ Addition _____ Residence (1,2 or 3) _____

Commercial Use Group _____ Other _____ Cost of Construction \$ _____

HVAC _____ AC only _____ Furnace only _____

Project Description _____

Applicant (please print) _____

Signature _____ Date ____/____/____

Office Use

Zoning District _____ Application Number _____ Construction Class. _____

Occupancy Class. _____ Off street parking spaces _____ Conditions Attached _____

Building Department _____ Number of stories _____

NCH Fee \$ _____ State Fee \$ _____ Total \$ _____

Date Issued: ____/____/____

PERMIT NUMBER _____

Dan Bly

Pager: 665-5597

BUILDING PERMITS INCLUDE (BUT NOT LIMITED TO):

1. New buildings or additions
2. Building alterations, relocation or demolition
3. Installation of equipment in buildings
4. Change in the use or occupancy of buildings
5. Roofing replacements
6. Fences over four (4) feet high

APPLICATIONS FOR BUILDING PERMITS TO INCLUDE THE FOLLOWING:

1. Application by owner or authorized representative
2. Four (4) complete sets of adequate plans for commercial and three (3) for residential

ADEQUATE BUILDING PLAN REQUIREMENTS INCLUDE:

1. Plans drawn to scale, clear, comprehensive, detailed, and legible
2. Specifications and data on the materials and equipment to be used for construction
3. Plans shall be no less than 8.5" X 11" and shall include the following:
 - a. Plot plan showing street location, lot size, location of proposed building and all existing buildings on site including set-backs, rear and side yard dimensions, distances between all buildings, location, and sizes of all utility lines
 - b. Floor plan of all areas. Plans shall show doors, stairs, ramps, windows, shafts, etc., and shall include dimensions of all spaces. All spaces shall be identified.
 - c. Elevations necessary to completely describe the exterior of the building including floor to floor dimensions.
 - d. Cross-sections, wall sections and details to scale to describe the general construction including walls, ceilings, floors, and roofs.
4. Plans shall bear the identification of the person primarily responsible for their preparation and for the provisions for safety and sanitation shown therein.