

PERMIT APP# _____

Village of Greenfield
300 Jefferson St. Greenfield, Ohio 45123
BUILDING/ELECTRICAL PERMIT APPLICATION
FOR INFORMATION CALL: 888-433-4642

(CHECK ONE) RESIDENTIAL ___ COMMERCIAL ___ SUBMIT 2 RESIDENTIAL 3 COMMERCIAL BUILDING PLANS

Table with 5 columns: PLEASE PRINT, NAME, STREET ADDRESS, CITY, STATE, ZIP, PHONE NUMBER & EMAIL. Rows include PROPERTY OWNER, APPLICANT, PLANS BY, and CONTRACTOR REG.#.

SITE ADDRESS _____ Tenant _____

PARCEL ID NO. _____ AFFECTED CONSTRUCTION AREA SQ. FT _____

PROJECT DESCRIPTION _____ PROJECT COST _____

---COMMERCIAL ONLY--- USE GROUP _____ CONSTRUCTION TYPE _____ OCCUPANT LOAD _____

REVIEW REQUESTED: CHECK ALL THAT APPLY

- Checkboxes for: New Building, Addition, Alteration, Deck, Shed, Electrical Service Size, Garage, HVAC, Electrical, Gas Line, Fence, Fire Alarm, Fire Suppression, Hood Suppression, Hood Exhaust, Cert. of Occupancy, Change of Use, Signage, Pool (In Ground), Pool (Above Ground), Roofing.

Other (specify) _____

Is property located in a Floodplain? Yes / No

All information contained in this application is true, accurate, and complete to the best of my knowledge and I do hereby agree to complete the project in compliance with all relevant building codes.

OWNER/OWNER REP. (PLEASE PRINT) _____ EMAIL _____

OWNER/OWNER REP. _____ APPLICATION DATE _____

Auditor Information: # Bedrooms _____ # Baths _____ # Stories _____ Livable Sq. Ft. _____ Finished Basement Sq. Ft. _____

***** OFFICE USE ONLY *****

DEPOSIT \$ _____ RECEIVED BY _____ PAYMENT: CASH CHECK CREDIT RECEIPT# _____

ZONING APPROVED _____ DATE _____

Is property located in a Floodplain? Yes / No _____

BUILDING APPROVED _____ DATE _____

RESIDENTIAL INSPECTION GUIDE

NATIONAL INSPECTION CORPORATION

Office 888-433-4642

Inspection must be requested at least one (1) day in advance. When scheduling an inspection, be prepared to give the address, city, permit number and type of inspection(s) needed. To obtain a time for the inspection, call the morning of the inspection between 8:00 and 8:30 A.M., and you will be given an A.M. or P.M. time frame.

1. FOOTING INSPECTION

- After all footing forms, grade stakes, required reinforcing steel, and required grounding electrode connections are made prior to pouring concrete.

2. FOUNDATION INSPECTION

- After forms are completed and required reinforcing steel is in place prior to pouring concrete. A foundation inspection is not required for slab on grade or crawlspace construction.

3. BACKFILL INSPECTION

- After foundation walls are waterproofed and drain tiles are installed. A backfill inspection is not required for slab on grade or crawlspace construction.

4. CRAWLSPACE INSPECTION

- After piers, beams, and joists are installed prior to installing floor sheathing.

5. SLAB INSPECTION

- After vapor barrier, perimeter insulation, all under slab HVAC ductwork, and all required reinforcing steel is in place. Rough plumbing must be approved prior to slab inspection.
- Inspection of under slab electrical conduits and raceways must be completed before covering.

6. ROUGH GAS PIPING INSPECTION

- After all permanent gas piping is installed and test pressure has been obtained with an approved pressure gauge (Kuhlman, etc.)

7. ROUGH ELECTRIC INSPECTION

- Temporary pole: After meter socket, weatherproof equipment, GFCI receptacle(s) with in-use cover, and approved grounding connection are installed. Ground rods and grounding connections must be visible.
- Trench: After all underground raceways, direct burial conductors, and warning ribbons are installed to proper depths and before covering.
- Service: After trench is backfilled and meter socket, main equipment, GFCI receptacle(s), and approved grounding connections are installed. Ground rods and grounding connections must be visible.
- Building wiring: After raceways and/or cables are installed and properly secured, rough boxes are set, and grounding system conductors are secured and bonded.

8. ROUGH HVAC INSPECTION

- After duct system is installed and all combustion air, venting, bathroom and dryer exhaust ducts are installed. Manufacturer's installation instructions and specific details on venting must be on job site at the time of inspection

9. ROUGH FRAMING INSPECTION

- After all rough electrical, plumbing, gas piping, and HVAC inspections have been approved.
- After framing is complete but prior to installing insulation.

10. INSULATION INSPECTION

- After all required insulation and fire blocking/ fire stopping is completed and all outstanding items from previous inspections have been addressed.

11. FIREPLACE INSPECTION

- Masonry Rough: After firebox is constructed, damper is in place, and after the first flue liner is installed.
- Factory built: Must be installed and ready for inspection at time of the framing inspection. Manufacturer's installation instructions must be on site at time of inspection.
- Masonry Final: After chimney is topped-off and the hearth extension is completed. May be inspected at the same time as the final building inspection.

12. FINAL ELECTRICAL INSPECTION

- After all electrical devices and luminaries are installed and operational.
- May be inspected with the final building inspection but you must request the electrical inspection to be performed at the same time.

13. FINAL HVAC INSPECTION

- After final electric inspection has been approved.
- After all equipment is operational.
- May be inspected with the final building inspection but you must request the HVAC inspection to be performed at same time.

14. FINAL BUILDING INSPECTION

- After electrical, HVAC, and plumbing inspections have been approved. All final inspections except plumbing can be performed at the same time upon request.

15. CERTIFICATE OF OCCUPANCY

- A Certificate of Occupancy or a Temporary Certificate of Occupancy must be issued before the structure may be occupied.

MAKE CHECK PAYABLE to Village of Greent.



Building Department Questions

Phone: 937-433-4642

E-mail: Plans@Natinspect.com

Minimum information for roofing submittal

1. Provide scope of work i.e.) tear off and replace roof covering or install over existing roof covering
2. How many layers of roof covering are installed before new roof covering?
3. Provide materials list.
4. Provide square footage of roofing.

Requirements for roofing inspections

1. Provide pictures of roof deck after roof covering has been removed. (if tear off)
2. Provide pictures of any replaced / repaired sheathing.
3. Provide pictures of flashing.
4. Provide pictures of ice barrier and underlayment.
5. Provide pictures of roof covering attachment.
6. Schedule a final inspection and have available on-site the pictures required in #1- #5

#1 - #5 pictures can alternatively be emailed to Plans@natinspect.com. If the pictures are emailed please provide the permit number and the address in the subject line.

Section 1107.13 Applications

- A. All requests for a decision or approval under this Code begins with the property owner or agent thereof filing an application with the Building and Zoning Inspector on forms provided from time to time.
- B. A complete application shall include all required submissions and the payment in full of all applicable fees, which shall be proposed from time-to-time by the Mayor and approved by Council.
- C. The Building and Zoning Inspector will determine whether an application is complete and is ready to be processed. In some instances, an additional application may be deemed necessary by the Building and Zoning Inspector and, if so, an application will not be deemed to be complete unless and until the all applications are submitted and reviewed and determined to be in accordance with all submittal requirements. The applicant will be notified in writing of any deficiencies in the completeness of the application and shall have 30 days from the date thereof to complete the application or the application will be deemed null and void.
- D. If a decision on the application is to be made by someone other than the Building and Zoning Inspector, then the complete application shall be forwarded to the appropriate body for review in accordance with this Code.
- E. Unless otherwise prescribed by this Code or requested by the applicant, the applicable decision-making body or administrator shall render a decision on all applications within sixty (60) days from the original hearing.

8 | Village of Greenfield Land Development Code

Title Seven - Administration and Procedures

- F. The Building and Zoning Inspector, in consultation with the City Manager, BZA, or any additional Village staff shall publish application procedures and additional requirements in a document to be known as the Development Handbook, which shall be incorporated here by reference. The Building and Zoning Inspector shall make the most current version of this document available to the public in a manner that is easily accessible.
- G. In the interest of timely and efficient administration of the provisions of this Code, applicants may submit, and the Board may take action upon, concurrent applications for conditional uses, similar use determinations, variances, and other matters on which the Board is granted authority by this Code. All such concurrent applications shall be submitted in conformance with the applicable provisions of this Code. The Board shall not take such concurrent action if it determines that such concurrent action is not in the best interest of the Village.
- H. Unless otherwise prescribed by this code or requested by the applicant, the Board shall render a decision on all applications within sixty (60) days from the original hearing.