

**City of Bexley
Building Permit Application
INFORMATION CHECKLIST**

(A) ADDITIONS or NEW DETACHED STRUCTURES

SUBMIT

- (3) Site Plans – need the following:
 - ___ Scaled and/or with dimensions
 - ___ Showing all existing and proposed structures
 - ___ Setback of all structures from the property lines
 - ___ Onsite parking and drives (and if any changes to the foot print)
 - ___ Location of structures on adjacent lots
 - ___ If proposed or modified structure is less than 5' from setback line = a foundation survey is required
- (3) Elevations of all sides, differentiating existing construction from proposed construction
- (3) Sectional details with dimensions of structural members and materials from foundation to roof assembly
- Floor Plan to scale
- All exterior materials and colors
- Trade-off worksheet – for New Dwellings only
- Landscape plan (if applicable)
- Tree preservation plan (if required by ARB)
- VARIANCES: Date of approval _____

(B) NEW SINGLE FAMILY

SUBMIT

- Demolition: If existing principal structure is being demolished, information required by demolition ordinance.
- (3) Site Plans – need the following:
 - ___ Scaled and/or with dimensions
 - ___ Showing all existing and proposed structures
 - ___ Setback of all structures from the property lines
 - ___ Onsite parking and drives (and if any changes to the foot print)
 - ___ Location of structures on adjacent lots
 - ___ If proposed or modified structure is less than 5' from setback line = a foundation survey is required
- Zoning sheet – showing lot coverage, setbacks, etc.
- Floor plans
- All exterior materials and colors
- Landscape plan (if applicable)
- Tree preservation plan (if required)
- VARIANCES: Date of approval _____

(C) CHANGE IN THE ARCHITECTURAL STYLE or ALTERATIONS

SUBMIT

- Elevations of proposed changes
- Structural information of changes
- Photographs of all sides of current existing structure
- Site plan - need the following:
 - ___ Scaled and/or with dimensions
 - ___ Footprint of all existing structures with changes (if applicable)
 - ___ Modified floor plan (if applicable)
- Interior changes to any load bearing walls – submit header plans

Governmental agencies, other than the City of Bexley, and utility companies have rules and policies regulating the placement of utility service lines in relation to structures. The issuance of permits and the performance of inspections by the City of Bexley do not constitute approval of the placement of utility lines under such rules and policies. It is the sole responsibility of the property owner and the owner's agent to determine and comply with applicable rules and policies of other governmental agencies and utility companies. For information, contact the appropriate utility company.

****CALL BEFORE YOU DIG** Ohio Utilities Protections Service (OUPS) 1-800-362-2764**

I hereby certify that I have read and understand the above instructions and supplied the above information and accept full responsibility for compliance with the 2007 Residential Code Of Ohio, the Ohio Basic Building Code, and all other applicable State and Local Codes and the City of Bexley Building Department regulation(s).

_____/_____
Signature of Applicant PRINT Date / Contact Phone#

THIS APPLICATION DOES NOT INCLUDE MECHANICAL (ELECTRIC, PLUMBING, HVAC, ETC.) PERMITS