



# City of Bexley

## Building Department

### Application for Site Development

2242 East Main Street  
Bexley, Ohio 43209  
Phone 614-559-4240  
Fax 614-559-4241  
www.Bexley.org

## 2009

**(A) - REQUIRED: Submit a site plan for review. (allow max. of 30 days for plan reviews)**

•ALL PERMITS MUST BE ISSUED PRIOR TO THE BEGINNING OF CONSTRUCTION. Permit fee deposits are due upon receipt of this application.

\*\*Permit fees shall be tripled when work started prior to issuance of a permit.

**(B) GENERAL INFORMATION**

Project Address: \_\_\_\_\_ Permit # Assigned \_\_\_\_\_

Application # Assigned \_\_\_\_\_

	Name/Contact	Address	City/State/Zip	Phone #	Cell #
Owner's Name					
Contractor (Registration #)	Company and Contact				
Architect	Company and Contact				

**(C) SITE INFORMATION**

Will this work involve changes to any building(s) on site?  No /  Yes

Permit Type:  Grading/Excavation  Trench  Sidewalk  
 Driveway  Approach  Downspout  Curb Outlet  
 Drain-line

Location of Work:  Front  Rear  Side(s)  Street  Right of Way  Alley  Full Site

Type of Work:  Slab  Water  Sanitary/Sewer  Storm  Electric  Gas  
 Communications  Parking area/lot  Other \_\_\_\_\_

Purpose:  Commercial  Residential  Multi-Family (# units \_\_\_\_\_)  
 New  Replacement  Addition

•Job start date: \_\_\_\_\_ •Cost of Construction \$ \_\_\_\_\_

•Description of Proposed Work \_\_\_\_\_

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

**(D)** I hereby certify that I have read and understand the entire contents of this application. I accept full responsibility for compliance with the Ohio Residential Code and all other applicable State and local codes, and the City of Bexley Building regulations.

• **\*\*\*REQUIRED:** Complete back side of this application for submittal details and final signature.

• **SIGNATURE REQUIRED** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Owner (or) Agent for owner signature / Printed / Date

**Permit Fees To Be Completed by Building Department ONLY**

<input type="checkbox"/> Excavation / Grading / Change of Grade (\$60.00) . . . . .	\$ _____
<input type="checkbox"/> Street / Alley opening permit (\$150.00) (w/\$1,000.00 clean-up bond). . . . .	\$ _____
<input type="checkbox"/> Driveway / Sidewalk / Approach / Curb Cut (\$60.00) (Clay Tile \$2.00 ea.) . . . . .	\$ _____
<input type="checkbox"/> SEWER (residential \$60.00 / Right of Way \$110.00 / City Main Exposed \$220.00; (w/\$1,000 clean-up bond) . . . . .	\$ _____
<input type="checkbox"/> Plan Review (\$30.00 per submittal). . . . .	\$ _____
<input type="checkbox"/> Consultant Fees (costs as incurred). . . . .	\$ _____
<b>Sub-total.</b> . . . . .	\$ _____
<input type="checkbox"/> Deposit Fee (\$50.00 on two or more items). . . . .	\$- _____
<b>Balance Due.</b> . . . . .	\$ _____

☐ Deposit Receipt # \_\_\_\_\_ ☐ Balance Receipt # \_\_\_\_\_  
 Ck# \_\_\_\_\_ / \$ \_\_\_\_\_ Ck# \_\_\_\_\_ / \$ \_\_\_\_\_  
 Date \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_  
 Building Official / Date Building Dept. Mgr. (or) Zoning Officer / Date Building Dept. Asstn. / Date

Call for location of:  
 City Street Lights/Cables \_\_\_\_\_ / City Trees \_\_\_\_\_

**PERMIT SPECIFICATION**  
(Permit types may include cut sheets)

•**All plans shall be drawn to scale.** Plans must be sufficiently clear – comprehensive, detailed and legible so that determination can be made for conformance to all applicable provisions to the City of Bexley Code Regulations.

**PERMIT TYPES**

**COMMERCIAL APPLICATIONS:**

- Submit three (3) complete sets (including, but not limited to the following) Please indicate below:
  - \_\_\_\_\_ Demolition Plan
  - \_\_\_\_\_ Proposed utilities and lighting
  - \_\_\_\_\_ Landscaping plan
  - \_\_\_\_\_ Erosion control
  - \_\_\_\_\_ Tree preservation plan
  - \_\_\_\_\_ Grading plan

**GRADING / EXCAVATION**

- Contractor shall give a minimum of 24 hour notice prior to excavating. (Exceptions for emergencies may be granted at the discretion of the Service Director)
- Coordinate any excavation with 10' of the tree trunk of a City Tree with the Bexley Parks Dept. prior to excavating. A tree preservation plan must be submitted with this application for approval by Service Director.
- The issuance of this permit does not relieve the contractor from the liability for any damage(s) that might occur to public land or improvements while performing any work.
- Persons making excavations for emergency repairs, other than during normal working hours, shall apply for a permit the next business day.
- Grade change shall not allow water or erosion to flow or effect abutting properties.
- Submit three (3) sets of grading plans for approval by the Service Director

**SIDEWALK**

- Follow City of Bexley cut sheets as provided; Sheet No. # \_\_\_\_\_
- Applicant may be responsible for meeting Americans with Disabilities Guidelines
- Call prior to digging

**APPROACH –please provide a PLAN with the application**

- Follow City of Bexley cut sheets as provided; Sheet No. # \_\_\_\_\_
- The requirement to extend 18" into the gutter line may be waived if the condition of the gutter is approved
- See driveway approach checklist for additional information

**DRIVEWAY**

- **\*REQUIRED** – submit scaled plan (1" = 20')
- Driveway must lead to two (2) off street parking spaces
- Show ALL – dimensions, changes, widening areas, etc.
- Driveway must comply with specifications and City of Bexley regulations, unless otherwise approved
- Show American Association of State Highway Transportation Officials (AASHTO) design vehicle paths on all curved or circular drives

**RIGHT-OF-WAY**

- Street and alley openings require a clean-up bond from City of Bexley Building Department
- No one shall dig into or open holes, trenches, ditches in any sidewalks, roadway pavement, alley, public right-of-way or other publicly owned land without first obtaining an Excavation Permit. The City of Bexley will check for city street lights/cable and water line location.
- No one, other than City of Bexley personnel, shall operate any City of Bexley water curb box valves, street valves or hydrants
- Contractor shall restore any area(s) disturbed to current City standards and specifications
- Contractors requiring City of Bexley personnel to work other than normal working hours shall be charged the cost of the overtime accrued (minimum of 2 hours)

**CURB OUTLET**

- **\*CITY MUST CORE DRILL ALL CURB OUTLETS**
- Submit plan showing all existing utilities, trees and intended route of storm water drains and sump pump(s)

**TRENCH**

- No trench, hole, ditch, excavation on public right-of-way shall be covered prior to inspection by City of Bexley personnel

**\*\*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 all other applicable State and Local Codes and the City of Bexley Building Department regulation(s).

\_\_\_\_\_  
SIGNATURE    Owner / Agent for Owner / Applicant    /    \_\_\_\_\_  
Date

1/1/09