



CITY OF AVON

Building Department

36600 Detroit Road · Avon, OH 44011 · Phone (440) 937-7811 · Fax (440) 937-7824 · www.cityofavon.com

ADDITION PERMIT GUIDELINES & APPLICATIONS

Zoning Permit Fees: \$25.00

Building Permit Fees:

Plan Examination Review Fee \$75.00

+PFM (permit fee multiplier) x Square Footage

+\$25.00 Occupancy fee

+Total of above items times 1% equals total permit fee (Ordinance 111-10)

Other fees may apply.

***Check with the Homeowners Association prior to submitting plans to the Building Department.**

- **Requirements for an Addition:**

- ✓ Submit a **complete** Zoning Permit Application
 - Pay initial \$25.00 Zoning Review Fee
- ✓ Provide Site Plan, (TOPO), showing location of the project – addition
- ✓ Submit **complete** Building Permit Application:
Complete permit application form with all pertinent information, including the **estimated cost of the proposed project.**

1. Building permits are required for all construction work necessary for an addition. Electrical, plumbing, and HVAC are included in the addition permit.
2. All work to be performed in conjunction with the provisions of 2019 Residential Code of Ohio and 2023 NEC (National Electric Code).
3. Work not being done by the homeowner must be done by a registered contractor. Any mechanical work being done by a contractor requires the contractor to be registered and licensed.

Construction Drawing Requirements

Two (2) complete sets of drawings, drawn to scale, including the following information.

1. Floor plan showing - layout of proposed rooms, w/ dimensions and room use **(include electrical, HVAC and plumbing details and ceiling heights)** (see example)
2. Wall section (see example). **Supply the type and size of floor joist.**



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Application for Zoning Permit ~ ZONING PERMIT PLAN REVIEW NUMBER _____

() Residential () Commercial () Industrial () Special Use () Variance

PROJECT DESCRIPTION / <i>The undersigned hereby applies for a permit to perform the following work:</i>		
<i>Total Square Footage (house /garage /other)</i>	<i>Construction Type:</i>	<i>Use Group:</i>
<i>Total Estimate Cost</i> \$		<i>(Note: This estimate will not affect cost of permit)</i>

PROPERTY INFORMATION / JOB SITE	
<i>Address:</i>	
<i>Permanent Parcel Number:</i>	<i>Zoning Classification:</i>
<i>Development Name, if applicable:</i>	

OWNER INFORMATION	CONTRACTOR INFORMATION
<i>Name:</i>	<i>Name:</i>
<i>Address:</i>	<i>Address:</i>
<i>City , State/ Zip Code:</i>	<i>City , State/ Zip Code:</i>
<i>Email:</i>	<i>Email:</i>
<i>Phone:</i>	<i>Phone:</i>

Signature of Applicant/Agent: _____ Date: _____

The above application for Zoning Permit has been reviewed for compliance with ACO Chapter 12, Planning & Zoning Codes

By _____
Jill Clements, Zoning Enforcement Officer

Date _____

By _____
Emily Hanson, C.B.O / Floodplain Administrator

Date _____

and was: () Approved () Denied () Referred to Zoning Board of Appeals () Other

ACO 1226.04 This Zoning Permit expires on _____ unless construction begun or an extension has been granted by the Zoning Enforcement Officer.

Description/Comments _____



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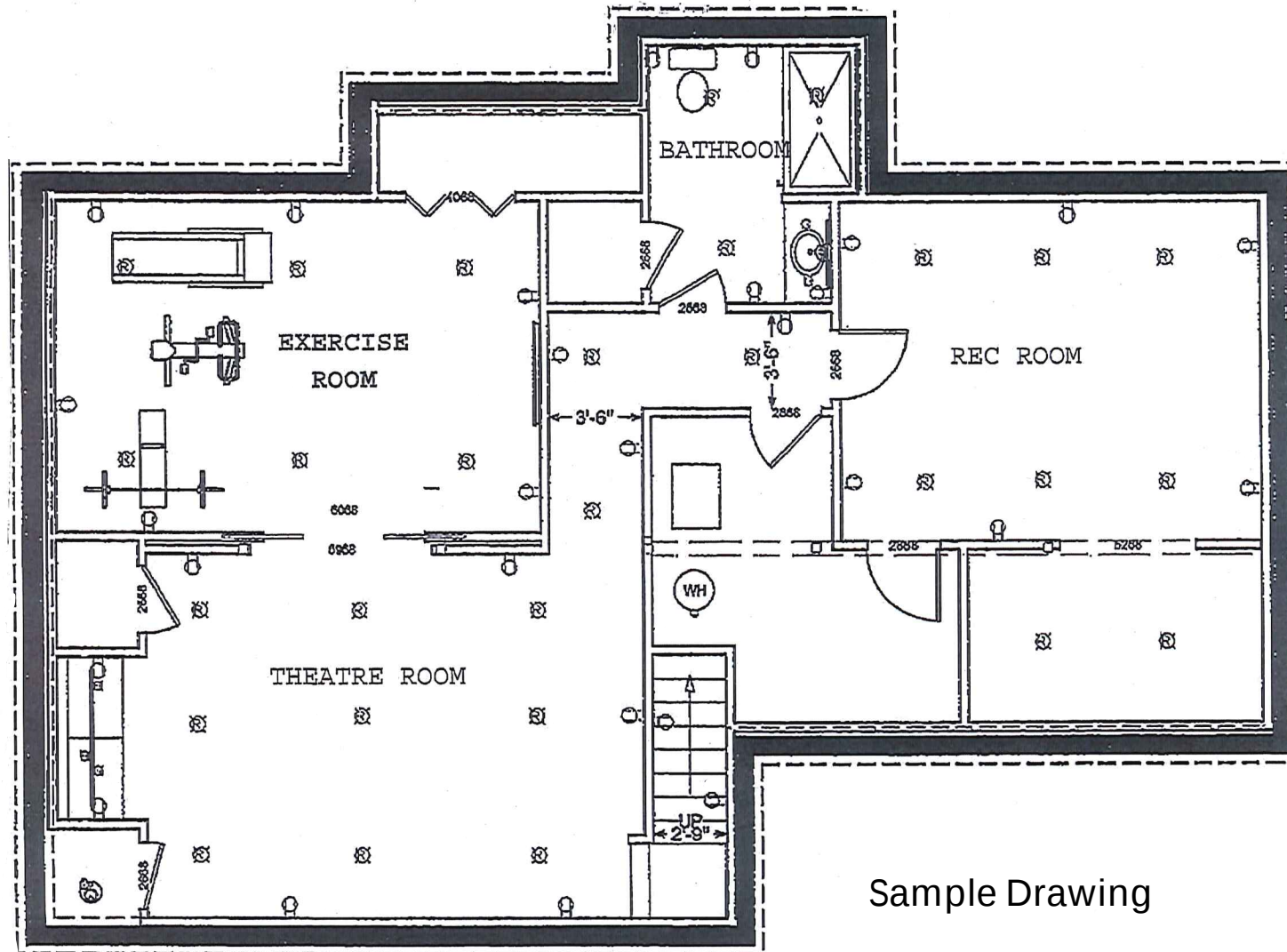
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Inspections

Approved plans and paperwork **must** be on site for all inspections.

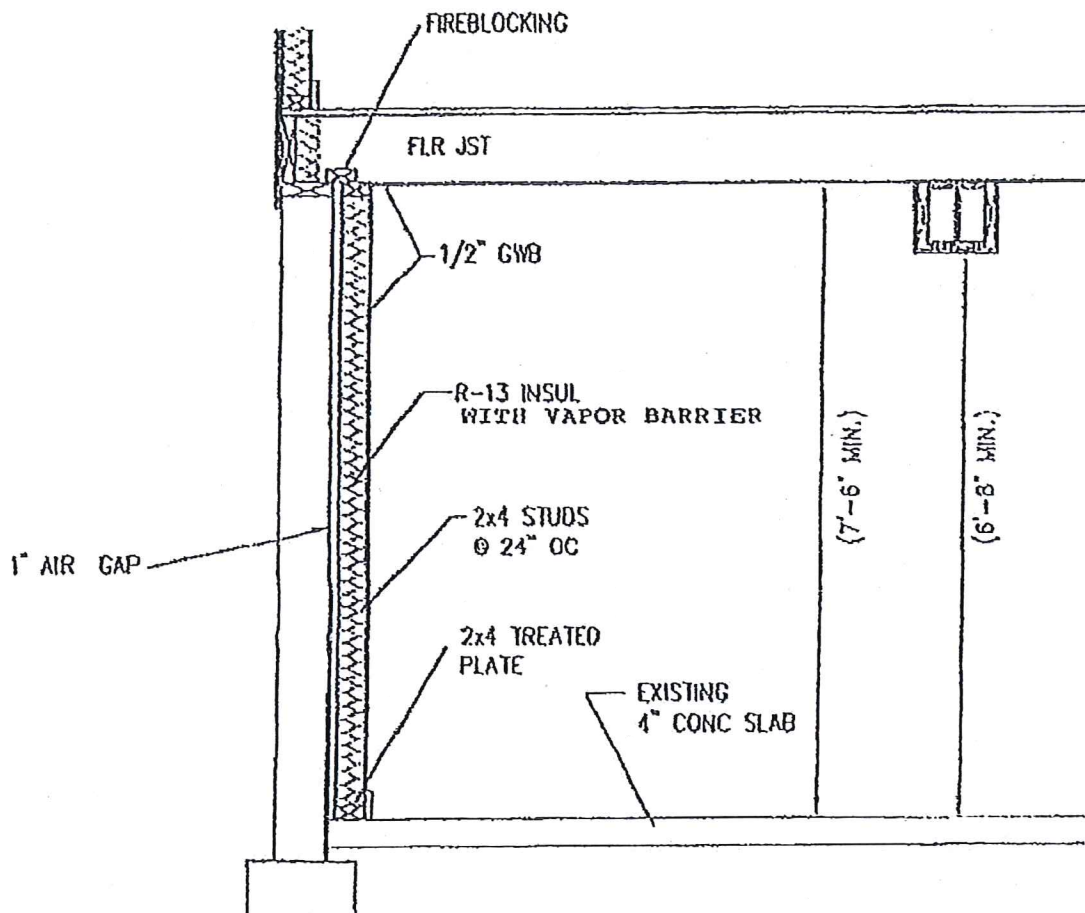
The following inspections are required:

1. Rough plumbing and rough gas piping, if applicable
2. Rough electric
3. Rough HVAC
4. Rough frame ***note:*** frame inspection will not pass until all mechanicals are approved
5. Insulation
6. Drywall
7. Final



Sample Drawing

Finished Basement Floor Design



FINISHED BASEMENT WALL SECTION 1/2' = 1'-0"

Habitable spaces created in existing basement shall be permitted to have ceiling heights of not less than 6 feet 8 inches. Obstructions (example: under beams, girders, ducts) may project to within 6 feet 4 inches of the basement floor.



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Date Received: _____

Plan Approval # _____

City Of Avon Application for Residential Plan Approval

PROJECT LOCATION: (RCO 107.2.2)

RCO 105.1 & 107.2

Street Address _____ Permanent Parcel # _____ S/L # _____

City _____ Zip Code _____ County _____

Is this project/building located in the flood plain?

___ Yes

___ No

Has the flood plain administrator been contacted for requirements?

___ Yes

___ No

SCOPE OF THE PROJECT: (RCO 107.2.1)

___ Building General ___ Raze ___ Electrical

___ Fence over 6' tall ___ Sprinkler System ___ Plumbing

___ Accessory Structure ___ Other : _____ ___ Mechanical

PROJECT DETAILS

Proposed Project Sq. Ft. _____

Garage Sq. Ft. _____

Basement Sq. Ft. _____

Estimated Cost for Project \$ _____

TYPE OF PROJECT:

___ New Building Construction ___ Alteration/Addition ___ Accessory Building ___ Repair/Maintain Replacement

___ Request Existing Bldg C of O

DESCRIPTION of WORK:

BUILDING OWNER INFORMATION: (RCO 107.2.4) (Homeowner/Property Owner)

Name _____ Phone _____ E-Mail _____

Street Address _____ City _____ State _____ Zip _____

APPLICANT INFORMATION: (Owner or Owner's authorized agent) (RCO 107.2.4) (Contractor)

Applicant _____ Phone _____ E-Mail _____

Street Address _____ City _____ State _____ Zip _____

Signature Applicant/Agent: _____ **Date** _____

I hereby agree to the conditions of this Application for Building Permit and to comply with all Ordinances of the City of Avon, all Ordinance, and the Law of the State of Ohio, relating to work to be done there under.

APPROVED: _____ **DATE** _____

City of Avon Building Official

Permit Fee: \$ _____

OBBS 1% \$ _____

Occupancy Fee: \$ _____

Total Permit Fee \$ _____

NOTES:



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Non-Residential & New Residential Permit

Special Note Regarding Contractors and Sub-Contractors

A complete list of contractors and subcontractors that will work on the proposed project will need to be submitted on separate form as part of the permit application package.

Failure to complete *each* line of the new form with the subcontractors' names will be considered to be an incomplete application, resulting in a delay or denial of the permit. For instance, if the 'homeowner' is to perform the work, note the word 'homeowner' on that line. If the trade does not apply to the proposed project, write 'N/A'.

It is imperative to check with your subcontractors or the City to verify registration is valid for the current calendar year. The City will not issue a permit to unlicensed contractors. Work may not commence until a permit has been issued. For your convenience, contractor registration packets are available on the City of Avon's website (www.cityofavon.com) or by contacting the building department.

Should you have any question(s) please contact the City of Avon Building for more information at (440) 937-7811.



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Address of proposed project _____

Street Number

Street Name

Sub Lot Number

Description of proposed project: _____

Example: Single family dwelling, deck, shed, patio, driveway

I do hereby understand that contractors & subcontractors whose work requires a permit are required to be bonded and insured and have a valid certificate of registration issued by the City of Avon for any project. I further understand that all general contractors, contractors and/or sub contractors that work on this project are required to be registered with the Regional Income Tax Agency prior to the issuance of any construction permits regardless of the project value.

Use of unregistered or unlicensed contractors or subcontractors may result in work stoppage, court citation or both.

Below are all of the subcontractors' that will work on this project:

TRADE	CONTACT	CONTRACTOR COMPANY NAME	EMAIL	PHONE NUMBER
GENERAL				
EXCAVATOR				
FOUNDATION				
WATERPROOFING				
ELECTRICAL				
PLUMBING				
FRAMING				
FINISHED FRAMING				
INSULATION				
DRYWALL				
ROOFING				
SIDING				
HVAC				
CONCRETE				
MASONRY				
LANDSCAPING				
FLOORING				
GARAGE DOORS				
PAINTING				
SECURITY				
OTHER				

****Whoever secures the permit for the above captioned project is also responsible in notifying the Building Department of any changes in contractor information as submitted above.***

Applicant's name printed: _____

Date: _____

Signature: _____