

**CITY OF EATON
INSPECTION & ZONING**

**COMMERCIAL PLAN APPROVAL
APPLICATION**

PLEASE FILL OUT COMPLETELY & LEGIBLY.
OMISSIONS MAY DELAY PERMIT PROCESS.

(1) Date: _____

(2) Project Information:

Site address: _____

Name of Business: _____

(3) Project Description: _____

Square footage: _____ Proposed Use Code: _____

Construction Type: _____

Value of work: \$ _____

(4) Property Owner(s):

Owner: _____

Owner address: _____

C/S/Z: _____

Phone: _____

Email: _____

(5) Responsible Design Professional:

Contact name: _____

Address: _____

C/S/Z: _____

Phone: _____

Email: _____

(6) Contractor Information: (C of E reg # _____)

Company name: _____

Address: _____

C/S/Z: _____

Phone: _____

Email: _____

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her/their authorized agent and that we agree to conform to all applicable laws of the City of Eaton.

Signature/Point of Contact Signature

PRINTED NAME signed above

Phone: _____

(7) Type of Approval:**

Building:

Footer/Foundation Building Shell Only New Construction

Temp Structure Alteration/Renovation Addition

Certificate of Occupancy Other _____

Electrical:

Service Upgrade New Wiring/Alterations New/Complete

Temp Pole New Alarm System Alarm Alteration

Other _____

HVAC/Gas Line/Refrigeration:

New HVAC System Duct Alteration Exhaust (hood)

Bldg Service Piping Unit Replacement New Gas Piping

Gas Piping Repair Gas Piping Extension

Other _____

Fire Suppression:

New System Alteration Hood Suppression

Preliminary Plan Approval: Yes _____ No _____

****ALL ITEMS CIRCLED MUST BE INCLUDED ON THE CONSTRUCTION DOCUMENTS SUBMITTED WITH THIS APPLICATION TO BE REVIEWED AND APPROVED. HOWEVER, PERMITS FOR ELECTRIC, HVAC, AND FIRE SUPPRESSION WILL NOT BE ISSUED UNTIL CONTRACTOR IS KNOWN AND PROOF OF STATE LICENSING IS PRESENTED.**

DEPARTMENT USE ONLY

Certificate of Plan Approval (Plans Examiner Use)

Plans examiner approval: Yes / No Date: _____

CBO approval _____

Comments _____

Special Instructions/Comments _____

Zoning Required: Yes / No / Not applicable

Return plans: Yes / No

Project fee \$ _____ 3% \$ _____

Application number _____

08/21/18

ADDITIONAL INFORMATION & INSTRUCTIONS

Issuance of a certificate of plan approval does not authorize the start of construction. A permit to start construction must be purchased and the Building Official must grant permission to build, install, or construct this project.

Building contractors must be registered with the City of Eaton to purchase a permit. Electrical, HVAC, Gas Piping and Refrigeration contractors must be state licensed (provide a copy).

1. This application will not be accepted without all necessary information as needed.
2. Zoning approval when required.
3. Site approval from Preble County Health Department or Ohio EPA must be submitted for new structures or additions.
4. Four (4) sets of the specifications and plans shall be submitted.
5. Filing an application for permit does not constitute permission to proceed with work.
6. Person primarily responsible: the design professional for building construction shall be responsible for the coordination of all ancillary documents including subsequent specifications and reports, electrical, plumbing, HVAC, gas lines and fire protection.
7. Application is invalid six (6) months from the date of same if permit has not been secured.
8. The approval of documents is invalid if construction, erection, alteration or other work has not been commenced within twelve (12) months.
9. The Building Official shall be notified of inspections not less than twenty-four (24) hours in advance.

Contact Information:

City of Eaton Inspection & Zoning
328 North Maple Street
Eaton, OH 45320-0027
937-456-7155 (phone)
937-472-5681 (fax)
ebd@cityofeaton.org

Office Hours:

Monday through Friday 8 a.m. to 4:30 p.m.

Inspection Scheduling:

8 a.m. to 4 p.m.

(If no one is in the office, do not leave inspection requests on the answering machine).