

MUNICIPALITY OF GERMANTOWN

75 North Walnut Street
Germantown, Ohio 45327-1299

Commercial Buildings

All new buildings and structures, alterations, additions, remodeling, demolitions, changes in use and other activates connected to construction or development require permits. If your project is not listed please contact the Building Department, National Inspection Cooperation (NIC) at 937-433-4642.

You will need to complete the following paper work completely and return it to the Municipal Office, 75 North Walnut Street, second floor, Monday – Friday, 8:00 a.m. – 4:30 p.m.

- Building Permit Application **and** four (4) sets/copies of plans for the project-signed/sealed by an architect/Engineer
- Zoning Permit Application **and** five (5) copies of the site plan of the property.
- Additional permits may be required such as Sign Permits, Business Permits and Tap in Permits. Please inquire at the Municipal Office for these applications, fees and requirements.

Once you submit your plans they will be reviewed by the Germantown Fire Chief, Building Department (NIC), Zoning Department and in some cases the Municipal Engineers. This process will take 15-20 days, unless additional information is required. National Inspection Cooperation (NIC), our Building Department, may contact you if any additional information is required. That information can be brought to the Municipal Building for NIC to pick up.

The Municipal Staff will contact you when both the Building Permit and the Zoning Permit are ready to be picked up. At the time you pick up your plans you will pay the fees. The Zoning Permit is \$50.00. The Building Fees will be determined by the Building Department. (A copy of the fee schedule is included and each project is listed. Please note that there is a 3% State Fee for ALL Building Permits.) This may be paid by cash or check made payable to the Municipality of Germantown. These fees will include your inspection costs and plan review fees.

You will be required to pay for inspections that fail after the third attempt for any one inspection type. This re-inspect fee must be paid before any other inspections can be done. This re-inspect fee must be paid at the Municipal Building.

All Zoning and Building permits are good for one (1) year.

After you have picked up your JOB SITE plans and copies of your Building Permit and Zoning Permit you will need to contact National Inspection Cooperation (NIC) to schedule each required inspections. When calling NIC you will need to provide them your Permit Number that is located at the top left of your Building Permit. The JOB SITE plans **MUST BE ON SITE FOR EACH INSPECTION**. NIC's office hours are Monday – Friday 8:00 a.m. – 5:00 p.m. and you may leave your information on their voice mail after hours for an inspection. If you call before 8:30 a.m. you **may** be able to get same day inspections. NIC can be reached at 937-433-4642.

NIC inspectors will make routine, required inspections throughout the construction process. The inspector will leave an inspection ticket after each inspection with a pass or fail notice. Anytime during this process if you have any questions regarding your inspections please call and speak with a NIC inspector at 937-433-4642. After all inspections are competed you will receive a final building ticket that will be marked approved or a Certificate of Occupancy when appropriate.

Finance Department
(937) 855-7257

Manager's Office
(937) 855-7255

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Planning/Zoning Department
(937) 855-7255

Tax Department
(937) 855-7258

FAX(937)855-3215

www.ci.germantown.oh.us

MUNICIPALITY OF GERMANTOWN

75 North Walnut Street, Germantown, OH 45327
 Phone (937) 855-7255 Fax (937) 855-3215

BUILDING PERMIT APPLICATION

FOR INFORMATION CALL: (888) 433-4642

(CHECK ONE) RESIDENTIAL: _____ COMMERCIAL: _____

APPLICATION DATE: _____ EST. PROJECT COST: \$ _____ TOT. SQ. FEET: _____ LOT #: _____

SITE ADDRESS: _____ TENANT'S NAME _____

PROJECT DESCRIPTION: _____

PLEASE PRINT	NAME	STREET ADDRESS	CITY, STATE, ZIP	PHONE & FAX NUMBERS
PROPERTY OWNER				
GENERAL CONTRACTOR				
HVAC / ELEC CONTRACTOR (If applicable)				
ARCHITECT				

CHECK PERMIT TYPES REQUESTED: (Check all that apply)

BUILDING _____ HVAC _____ ELECTRIC _____ CHANGE OF USE / OCCUPANCY _____ SIGN _____ OTHER _____

NEW CONSTRUCTION _____ ADDITION _____ ALTERATION / REMODEL _____ ACCESSORY STRUCTURE / POOL _____

FIRE SUPPRESSION SYSTEM: _____ FIRE ALARM SYSTEM: _____ KITCHEN EXHAUST HOOD: _____

3 RESIDENTIAL OR 4 COMMERCIAL SITE AND BUILDING PLANS ATTACHED?: _____ ZONING? _____ FLOODPLAIN? _____

COMMERCIAL ONLY:.....USE GROUP: _____ CONSTRUCTION TYPE: _____ OCCUPANT LOAD: _____

The Applicant being the Owner or Owner's Agent has submitted construction plans, specifications, and plot plans that are incorporated into and made part of this application. In consideration of the granting of the permit hereby requested, the Applicant agrees to ensure the related work is completed in accordance with the terms of the permit and applicable State and local laws and regulations. The Applicant acknowledges it is the responsibility of the Applicant to verify and comply with all easements, rights of way and plat covenants and restrictions of record affecting the said property. Applicant will notify the Building Inspector upon start of construction, call for required inspections and will not use or occupy the structure until a Certificate of Occupancy or Completion (full or conditional) has been issued by the Building Inspector.

I certify that I have examined this application and all information in this application is true and correct.

APPLICANT'S NAME (PLEASE PRINT): _____ PHONE: _____

EMAIL ADDRESS _____ FAX _____

APPLICANT'S SIGNATURE: _____ DATE: _____

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

DEPOSIT \$ _____ RECEIVED BY _____ REFERENCE _____

APPROVED / NOT APPROVED _____ DATE _____ ZONING APPROVAL _____ DATE _____

OBC (Commercial) Fee Schedule *

Structural Fees:		
Process Fees		\$150.00
Plus \$4.50 Per 100 Square Feet of Total Floor Area		
Mechanical Fees:		
Process Fees		\$150.00
Plus \$4.50 Per 100 Square Feet of Total Floor Area		
Electrical Fees:		
Process Fees		\$150.00
Plus \$2.50 Per 100 Square Feet of Total Floor Area		
Automatic Sprinkler and Other Fire Suppression Systems:		
Process Fees		\$150.00
Plus \$3.20 Per 100 Square Feet of Total Floor Area		
Industrialized Unit Fees:		
Process Fee		\$150.00
Plus \$1.30 Per 100 Square Feet of Total Floor Area		
Minor Alteration: For Per Each Type of Permit; Building, Electric, HVAC, Fire Protection		75.00
Sign Fees:		
Small Sign-Under 30 Square Feet		
Structural		\$75.00
Electrical		\$75.00
Large Sign-Over 30 Square Feet		
Structural		\$150.00
Electrical		\$150.00
Certificate of Use and Occupancy		\$50.00 ²
Fee for Plans Examination		\$65.00 per hour

* In addition to the above fees, the City collects a 3% supplement on all commercial construction fees on behalf of the Ohio Board of Building Standards.

Municipality of Germantown
Application for Zoning Permit
75 North Walnut Street
Germantown, Ohio 45327

Phone (937) 855.7255 Fax (937) 855.3215

Date: _____

Property Address: _____ Property ID Number: _____

Property Owner: _____ Phone Number: _____

Applicant (if other than property owner): _____

Applicant's Address: _____ Phone Number: _____

Complete Description of Proposed Construction and /or Use: _____

Provide a detailed diagram or plot plan showing all dimensions of the lot, location of existing buildings, and location of proposed construction. Show distances existing buildings and proposed buildings are from all lot lines. A scaled diagram may be required along with additional information as the Municipal Manager or designee deems necessary. The property owner understands that the application, diagram and other information presented for the above construction and/or use shall be located entirely upon the property location indicated above and further understands that the property owner shall be liable for substantiating same. **The property owner and/or applicant further understands that a Certificate of Zoning Compliance is required before the commencement of any use or occupation of any building. This permit will expire within one year of issuance if construction has not commenced.**

Signature of Property Owner

Signature of Applicant

OFFICE USE ONLY

Zoning District: _____

Date Reviewed: _____

Lot in Floodplain: Yes () No ()
(If Yes, is used exempt?) Yes () No ()

Approved () Disapproved ()

Easement on Property: Yes () No ()
(If Yes, does it affect application?) Yes () No ()

Permit No: _____

Zoning Fees: _____

Signature of Zoning Compliance Officer

*If applicable, reason application was denied: _____