

City of Hilliard Building Department

Monday – Friday 7:30 am – 5:00 pm
614.334.2557

The following outlines the basic requirements for a building permit application.
All of our forms are available on our website:

<http://www.cityofhilliard.com/buildingdepartmentforms.htm>

All submissions require a certified address. If you do not have an address for your project please contact our office prior to submittal.

Residential * Expedited reviews require an additional set of plans

- ❖ Building Permit Application (reverse side of this page)
- ❖ 3 sets of drawings including materials list
- ❖ 3 copies of the surveyors plot plan, showing location to scale
(not needed for interior alteration only – window or door change is considered exterior)
- ❖ Zoning Certificate/Application

All mechanical permits (Electrical, HVAC & Plumbing) require a separate permit.

Homeowners Construction Projects require a Homeowners Affidavit to be on file.
All Residential work being performed by any contractor requires the contractor to be registered with the City of Hilliard.

Multi-family:

1-3 units follow the Residential review process

4 + units follow the Commercial review process

Commercial

2 sets of Engineering Plans – New builds and Additions only

(Prior to and separate from Building plan submission – contact Clark Rausch in Engineering for information 614-334-2458)

Commercial * Expedited reviews require an additional set of plans

- ❖ Building Permit Application (reverse side of this page)
- ❖ 4 sets of drawings including materials list
- ❖ 4 copies of the surveyors plot plan, showing location to scale
(not needed for interior alteration only – window or door change is considered exterior)
- ❖ Zoning Certificate/Application
- ❖ Plan Review Application (2 page document)

All mechanical permits (Electrical, HVAC & Plumbing) require a separate permit.
Commercial work being performed by a mechanical contractor requires the contractor to be registered with the City of Hilliard.

Allow 20 business days for review of all applications.

We will contact you with the fees when the plans are ready for pick-up.

**Estimated Plan Exam Fees
Due at Application**

City of Hilliard Building Department, 3800 Municipal Way, Hilliard, OH 43026
614.334.2557 Office / 614.529.6017 FAX / 614.334.2558 Inspection Line

Application for Building Permit
Incomplete applications will not be processed

Expedited Services are available: Residential \$275, Commercial \$550.
The following subdivisions require Homeowner's Association Approval with Permit Application:
Fairway Commons, Heritage Lakes, Hoffman Farms, & Silverton Farms.

Permit Number:		
Plans Examiner:	Target Date:	Date & Time Received:
Relates to Original Permit#		

Required Information
Certified Street Address:
Subdivision & Lot Number:
Bldg./Unit Number:
Owners Information: (name & phone)
Builder/Contractor Information: (company name, contact name & phone)
Architect / Engineers Information: (company name, contact name & phone)

Type of Permit
<input type="checkbox"/> Residential (2006 RCO)
<input type="checkbox"/> Multi-Family Residential (2-3 units)
<input type="checkbox"/> Multi-Family Commercial (4+ units)
<input type="checkbox"/> Commercial (OBC2007)
<input type="checkbox"/> Shell <input type="text"/> # of Units in Shell
<input type="checkbox"/> New Building
<input type="checkbox"/> Addition/Alteration/Tenant Finish:
<input type="checkbox"/> Demolition (\$100 due at application + 1% or 3%)
<input type="checkbox"/> Homeowner's Project (Affidavit Required)
<input type="checkbox"/> Revision (include original permit #): <input type="text"/>
<input type="checkbox"/> Response to Addendum (include original permit #): <input type="text"/>
EST. COST/per unit <input type="text"/>

The owner of this building and undersigned, do hereby covenant and agree to comply with all the laws of the State of Ohio and the ordinances of this jurisdiction, pertaining to building and buildings, and to construct the proposed building or structure or make the proposed charge or alteration in accordance with the plans and specifications submitted herewith, and certify that the information and statements given on this application, drawings and specifications are to the best of their knowledge, true and correct.

Separate permits are required for Electric wiring, Heating and ventilating, plumbing, moving, wrecking, shoring, and use of public property.

Application by:

Owner's or Agent's Signature

Becomes permit once signed by Building Official

FOR OFFICE USE ONLY
Route for Review:
<input type="checkbox"/> M&A
<input type="checkbox"/> Asebrook
<input type="checkbox"/> In-house Review
<input type="checkbox"/> John Talentino
<input type="checkbox"/> Mike Kelnhofer
<input type="checkbox"/> Clark Rausch
<input type="checkbox"/> Bldg./Cabinet

Water Tap Size
Gross Sq. Ft.

Collect payment for the following:
<input type="text"/> Building Permit (includes W&S fees)
<input type="text"/> Capital Improvement
<input type="text"/> Residential – New Build Impact Fee
<input type="text"/> WTA = to Sewer Cap Fee
<input type="text"/> FIRE <input type="text"/> size of line

Issuing Authorities Approval	Date
www.cityofhilliard.com	

After signature of approval and pick up:
<input type="checkbox"/> File Copy (1)
<input type="checkbox"/> Customer Copy (1)
<input type="checkbox"/> MM (BIA & Auditor) (2)

Fee Schedule Breakdown:					
<input type="text"/>	Initial/General	<input type="text"/>	Zoning Certificate	<input type="text"/>	Water Capacity
<input type="text"/>	Plan Exam	<input type="text"/>	Occupancy	<input type="text"/>	Sewer Tap
<input type="text"/>	Use Fee	<input type="text"/>	Tree Permit	<input type="text"/>	Sewer Cap.(CMH)
<input type="text"/>	Surcharge 1% / 3%	<input type="text"/>	Water Tap	<input type="text"/>	Sewer Tap (HIL)