

Application for Building Permit

Albany Village Code Chapter 151

Prior to approval of this permit, a **ZONING CERTIFICATE** must first be issued. The Albany Village Administrator must review this application and all attachments provided by the applicant to ensure that it will conform to all applicable sections of Albany Village Code. Any issues must be remedied before the issuance of any permits is allowed.

Date: _____ **Permit #** _____ **Fee:** See Section 7

1. PETITIONER INFORMATION. *(Reference Zoning Certificate Section 1 for this information)*

Notes: _____

2. PROPERTY OWNER INFORMATION. *(Reference Zoning Certificate Section 1 for this information)*

Notes: _____

3. PROJECT INFORMATION. *(Reference Zoning Certificate Section 2 for this information)*

Notes: _____

4. CONTRACTOR INFORMATION. *(Reference Zoning Certificate Section 3 for this information)*

Notes: _____

5. SUPPORTING INFORMATION.

- Submit this completed and signed application along with the following documents:

____ Site Development Plan completed (A.V.C. Chapter 156) attached if applicable).

____ Valid Zoning Certificate.

____ Athens County Auditor Plat Map and Tax Card.

____ Plans, sketch, letters, photographs, and any other relevant information.

____ Project Blueprints (if applicable).

____ Additional sheet(s) if necessary for elaboration or explanation of project.

- Verify that the project conforms to the following:

____ Proposed use is a Permitted Use for the District. (Code Section 155.701 Table 1).

____ Plans satisfy all Height & Area Requirements (Code Section 155.723 Table 2).

____ Plans satisfy Minimum Interior Floor Area Requirements (Code Section 155.728 Table 3).

6. SIGNATURE. PLEASE READ AND SIGN BELOW: I, the undersigned do hereby affirm:

- ALL statements are true and correct. Any false statement made knowingly may be grounds for criminal action under state and local law. *(Reference Ohio Revised Code §2921.13)*
- I agree to comply with all provisions of the codes and ordinances of the Village of Albany.
- I will comply with all conditions of this permit once issued.
- The proposed work is authorized by the owner in fee, and I am authorized to make this application.
- I do hereby authorize Village Officials to visit and photograph project property as needed until project is completed.
- The information requested on this application may be relied upon by the Village in considering the permit.

Signature of Petitioner

Date

Signature of Property Owner *(if different from Petitioner)*

Date



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DO NOT WRITE BELOW THIS LINE

7. VILLAGE ADMINISTRATOR CHECKLIST.

R-1 and R-2 RESIDENTIAL ONLY	YES	NO	MUNICIPAL UTILITIES	YES	NO
PLANS/DRAWINGS ATTACHED			MUNICIPAL WATER ON SITE		
PLAT MAP/TAX CARD ATTACHED			SANITARY SEWER ON SITE		
EXCAVATION PERMIT REQUIRED			GRINDER PUMP REQUIRED (AVC 50.44)		
DEMOLITION PERMIT REQUIRED					
DRIVEWAY PERMIT REQUIRED					

COMMERCIAL or R-3 MULTI-FAMILY	YES	NO	Additional notes:		
SITE DEVELOPMENT PLAN			A.V.C. Chapter 156		
FOOD SERVED					
ALCOHOL SERVED					
ADULT ENTERTAINMENT			A.V.C. Chapter 133		
SIGN			<input type="checkbox"/> ILLUMINATED SIZE _____		
ON SITE PARKING LOT			PAVED _____ LIGHTED _____ # SPACES _____		
EXCAVATION PERMIT REQUIRED			MUNICIPAL UTILITIES	YES	NO
DEMOLITION PERMIT REQUIRED			MUNICIPAL WATER ON SITE		
DRIVEWAY PERMIT REQUIRED			SANITARY SEWER ON SITE		
			GRINDER PUMP REQUIRED (AVC 50.44)		
			GREASE TRAP REQUIRED (AVC 50.39)		

Building Permit Class	Notes	Fee
Up to 500 square feet	AVC §151.02(E)	30.00
501 to 1,000 square feet		50.00
1,001 to 1,500 square feet		75.00
More than 1,500 sq. feet		100.00
Mobile Home Permit	AVC §155.752	50.00

Village Building Permits expire eighteen (18) months after issue. A six (6) month extension may be purchased for \$100.00

1) Extension Date: _____ Fee Paid (\$100.00) _____ Administrator: _____

2) Extension Date: _____ Fee Paid (\$100.00) _____ Administrator: _____

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8. VILLAGE ADMINISTRATOR REVIEW.

(A) Site Visit Date(s): _____

Additional notes:

(B) Application review completed:

Section 1. YES _____ notes _____

Section 2. YES _____ notes _____

Section 3. YES _____ notes _____

Section 4. YES _____ notes _____

Section 5. YES _____ notes _____

Section 6. YES _____ notes _____

Section 7. YES _____ notes _____

Section 8. YES _____ notes _____

Additional notes:

9. VILLAGE ADMINISTRATOR APPROVAL YES _____ NO _____

➤ Signature : _____ Date _____

➤ Fee Collected \$ _____

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PROVISIONS AS THEY APPLY TO A BUILDING PERMIT.

The Village of Albany has adopted rules and regulations for construction of buildings and structures within the Village pursuant to **Village Code Chapter 151**, a complete copy of which is available upon request. A few of those regulations are included below to assist you with your project:

COMMERCIAL PROJECTS.

- **Site Development Plan.** Every application for a Zoning Certificate for a commercial property (*which includes multi-family residential developments of four units or more*) shall first comply with all provisions of Albany Village Code Chapter 156, *Site Development Plan*, and any special provisions therein before any such development is issued a Zoning Certificate, Building Permit, water and/or sewer connections, or any other Village-issued permits. (*new construction of single-family and two or three-family dwellings are exempt from the completion of the Site Development Plan requirement*)
- **State Building Code.** Every application for a building permit for commercial property shall attach to the application for building permit a copy of the State of Ohio approved building plans. Other applicable law shall include, without limitation, State of Ohio Building Code, such that if the new construction is for commercial property or will be used for a commercial purpose, every Building Permit application shall attach a set of State of Ohio approved building plans. For purposes of this chapter, the Village does hereby adopt the 1993 Ohio Basic Building Code as a standard governing the approvability of Building Permit for commercial property construction and for commercial purposes.

GENERAL PROVISIONS.

- **Non-complying Projects.** Before issuing a Zoning Certificate or any other Village-issued permits, the Administrator shall review ANY application (*Commercial or Non-commercial*) for compliance with all Village Subdivision, Zoning, Sewer, and other applicable codes, ordinances, and laws. If it is determined that the permit does not comply with all of the said Village codes, ordinances, and laws, or if a variance would be required, then the Administrator shall deny the application.
- **Zoning Certificate.** The issuance of a Zoning Certificate is required prior to application for a Building Permit for any property development or change of use as defined in Albany Village Code § 155.822.
- **Building Permit.** A valid Zoning Certificate is required prior to any Building Permit being issued by the Village of Albany and before construction may commence on any new structure or building or before the alteration of an existing building or structure may begin, commercial or non-commercial.
- **Penalty.** Pursuant to Albany Village Code Section 151.02(F), each day that a building permit is not obtained the owner and contractor shall pay a fine of **\$100.00**. Should the violation continue for more than ten (10) days, each day of violation beyond ten (10) days shall be a misdemeanor of the 4th degree punishable by a fine of **\$250** and thirty (30) days in jail, and each day's violation shall constitute a separate offense. The Mayor is authorized to pursue injunctive and other relief against any owner, or contractor, or worker, or other person who is in violation of this provision and to seek and obtain judgment against such person or persons for the costs, expenses, and attorney fees related to such legal action.

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- **PROJECT CHECKLIST:** To facilitate an accurate and quicker review by the Village, it is advisable that with your application for a Zoning Certificate you should make available to the Village Administrator a Plat Map showing all area-dimensions, building dimensions and location and driveway opening(s) along with any other documents that you may deem helpful during inspection.

The checklist below is meant to assist you with completion of all required steps in this process.

Checkmark when each item is satisfied, N/A if not applicable.

- _____ Approved Site Development Plan (*Code Chapter 156*) (*if applicable*)
- _____ Valid Zoning Certificate.
- _____ Building Permit.
- _____ Excavation Permit.
- _____ Demolition Permit. (*if needed*)
- _____ Driveway/Street Opening Permit. (*if needed*)
- _____ Water service tap-application. (*if needed*)
- _____ Sanitary sewer service tap-application. (*if needed*)
- _____

Refer to Albany Zoning Code for complete details.

- _____ Proposed use is a Permitted Use for the District. (*Code Section 155.701 Table 1*).
- _____ Plans satisfy all Height & Area Requirements (*Code Section 155.723 Table 2*).
- _____ Plans satisfy Minimum Interior Floor Area Requirements (*Code Section 155.728 Table 3*).
- _____