



CITY OF WESTLAKE, OHIO
APPLICATION
FOR PLAN
APPROVAL AND
CERTIFICATE OF OCCUPANCY

(PLEASE PRINT OR TYPE ENTIRE FORM)

Application Date: _____

Date Issued: _____

Application Number: _____

Fee Description	Amount	
PLAN REVIEW		
ADDITIONAL REVIEW		
BUILDING		
B.B.S.		
TRENCH		
SIDEWALK		
RECREATION FEE		
CONSTRUCTION BOND		
TREE FEE		
TOTAL \$		
Grading & Drainage:		

OWNER or PROJECT NAME: _____

hereby makes application for (1) Approval to erect, build or alter a structure as described in the application and the accompanying plans, which are a part of this application and (2) a **Certificate of Occupancy** for the same if applicable.

LOCATION AND DESCRIPTION OF LOT

ADDRESS: _____ Sublot/Suite/ Bldg. # _____

Development: _____ Parcel # _____

Being _____ feet front and _____ feet deep on the

Side Being _____ feet rear and _____ feet deep on the

Side Total lot square footage _____

DESCRIPTION OF BUILDING, STRUCTURE OR ALTERATION

Project Description: _____ NO. OF STORIES: _____

FLOOR AREA: _____ FRONT YARD SETBACK: _____

GROSS SQ. FOOTAGE: _____ REAR YARD SETBACK: _____

LENGTH: _____ SIDE YARD SETBACK: _____

WIDTH: _____ SIDE YARD SETBACK: _____

HEIGHT: _____ ESTIMATED VALUE: _____

SHORTEST DISTANCE TO ANY BUILDING ON ADJOINING LOT _____

SHORTEST DISTANCE TO ANY BUILDING ON SAME LOT _____

ADDITIONAL INFORMATION REQUIRED TO BE COMPLETED ON COMMERCIAL BUILDINGS

USE GROUP: _____ OBC LIVE LOAD: _____ OBC

CONSTRUCTION TYPE: _____ OBC OCCUPANCY LOAD: _____ OBC

FIRE SUPPRESSION: _____ (Full) or _____ (Partial)

Commercial: IF PROJECT IS A BUILDING ADDITION OR ALTERATION COMPLETE THE FOLLOWING FOR THE EXISTING BUILDING

A. Area - Square Feet	B. Walls	<input type="checkbox"/> Masonry	<input type="checkbox"/> Frame, Wood	<input type="checkbox"/> Metal	<input type="checkbox"/> Other (specify)	
Basement _____	C. Roof	<input type="checkbox"/> Wood Frame	<input type="checkbox"/> All Metal	<input type="checkbox"/> Reinforced Concrete	<input type="checkbox"/> Heavy Timber	<input type="checkbox"/> Other
1st Floor _____	D. Floors	<input type="checkbox"/> Wood on Wood Joists	<input type="checkbox"/> Concrete Steel Joists	<input type="checkbox"/> Reinforced Concrete	<input type="checkbox"/> Slab	<input type="checkbox"/> Other
2nd Floor _____	E. Ceilings	<input type="checkbox"/> Exposed Joists	<input type="checkbox"/> Plaster on	<input type="checkbox"/> Fire Rated Dry	Rating in Hours <input type="checkbox"/> _____	
3rd Floor _____		<input type="checkbox"/> Steel	<input type="checkbox"/> Wood	<input type="checkbox"/> Lath		
Other Floors _____						
Total _____						

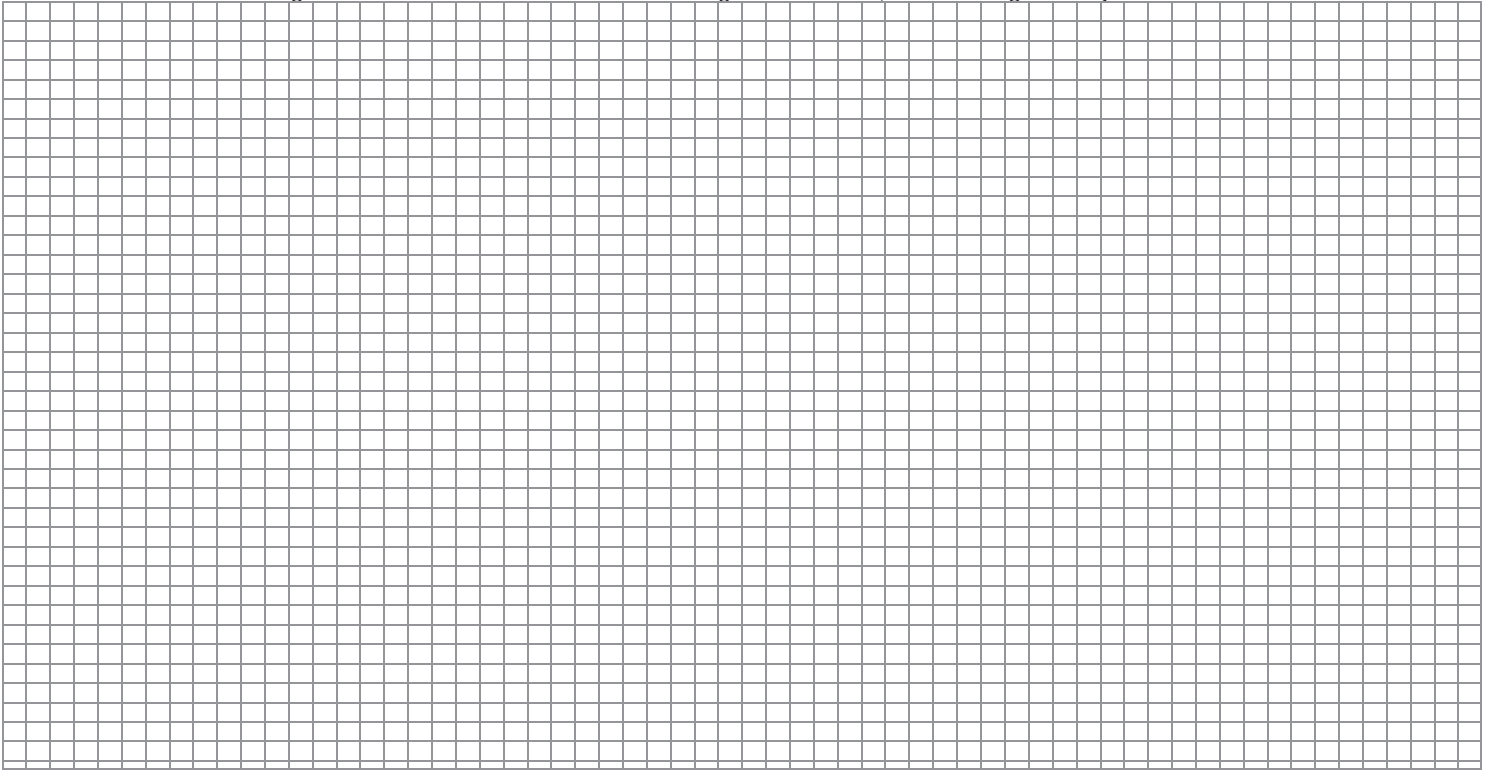
	NAME	ADDRESS	PHONE	E-MAIL
Architect				
Engineer				
General Contractor				
On Site Project Manager				

If survey, site plan, or topographical map is not available, please indicate the following on graph:

Show all lot lines and all lot dimensions.

Show all streets bounding property

Give distances from building to lot and street lines and other buildings on same lot, also buildings on adjacent lots



The Plan Approval herein applied for shall constitute an agreement on my part to abide by all the conditions herein contained and to comply with all the ordinances of the City of Westlake, and the laws of the State of Ohio relating to the work to be done thereunder; and said agreement is a condition of said approval.

Agent or Owner (Please print) _____ (Signature) _____

Company Name _____ Email: _____

Address _____

Telephone Number _____ Cell or Alternate Number: _____