



Grove City Building Division
 4035 Broadway
 Grove City, OH 43123
 614-277-3075 (Phone)
 614-277-3090 (Fax)
 GroveCityOhio.gov

MAJOR HOME IMPROVEMENT PERMIT APPLICATION

Return form by: Fax Email Pickup Call

Permit No. _____

PROPERTY INFORMATION

Address _____ *Grove City, OH 43123* Lot _____
 Parcel I.D. _____ Subdivision _____ Zoning _____

OWNER INFORMATION

Name _____ Phone _____
 Address _____ Email _____

PROJECT INFORMATION

Project Name _____
 Construction: Sq. Ft. _____ Cost _____
 No. of Structures _____ No. of Units _____ Acreage _____ Flood Zone _____
Type: A. Basement B. Garage C. Carport D. Room Add./Patio Encl
 E. Deck F. In-ground Pool or Spa G. Other _____

FEES

_____ Project(s) x \$50 \$ _____
 _____ Project(s) x \$100 \$ _____
\$50 < 1,000 sq. ft. or \$100 > 1,001 sq. ft.
 Subtotal \$ _____
 State Fee 1% \$ _____
For project types A and D
Total Fees Due \$ _____

SUBMITTAL REQUIREMENTS

Easement Encroachment form required for all projects, when applicable.

BASEMENT

- Floor plan
- Electrical plan
- Plan showing major appliances, including furnace, water heater, washer/dryer, etc.
- Plumbing plan
- Material list

CARPORT

- Site plan
- Elevation plan showing footer, foundation, walls and roof
- Floor plan
- Material list

DECK

- Site plan
- Elevation plan showing footer, foundation, joists, decking and railing
- Material list

GARAGE

- Site plan
- Elevation plan showing footer, foundation, walls and roof
- Floor plan
- Material list

ROOM ADDITION

- Site plan
- Floor plan
- Elevation plan showing footer, foundation, walls and roof
- Electrical plan
- Mechanical plan
- Plumbing plan
- Material list

IN-GROUND POOL/SPA

- Site plan w/all existing elevations
- Manufacturer's specs
- Separate fence permit required
- Separate electric permit
- Pool Checklist

OFFICE USE

Receipt No. _____
 Check No. _____
 Date Entered _____
 Date Issued _____
APPROVALS
 Approved _____ Date _____
 Zoning _____ Date _____

CONTRACTOR INFORMATION

Registration No. _____

Contractor _____ Contact _____
 Address _____ City/State/Zip _____
 Phone _____ Fax _____ Email _____
 Signature _____ Owner Agent

24-Hour Inspection Line: 614-277-1815

For next business day inspections, requests must be called in before noon or contractors may use the online inspection service as late as 8 p.m., seven days a week.

Revised 4/2019