



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

MINOR 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

New Repair Replacement

Project Name _____

Construction: Sq. Ft. _____ Cost _____

Type: Siding Driveway Widening Patio (Slab on Grade)
 Roof Door/Window Replacement Above-ground Pool or Spa
 Other _____
 Fence: Type _____ Height _____

Will this fence enclose a pool/spa? Yes No

FEES

____ Project(s) x \$25 \$ _____
Total Fees Due \$ _____

OFFICE USE

Receipt No. _____
 Check No. _____
 Date Entered _____
 Date Issued _____

APPROVALS

Approved _____ Date _____
 Zoning _____ Date _____

SUBMITTAL REQUIREMENTS

2 Sets of Plans. Easement Encroachment form required for all fencing or when applicable.

FENCE

- Site plan showing proposed location
- Manufacturer's specs, including height
- Material list

DRIVEWAY WIDENING

- Site plan, including grading
- Material list

ROOF

- Material being used/spec sheet
- Ice Guard & Drip Edge required

PATIO (SLAB ON GRADE)

- Site plan
- Material list

DOOR/WINDOW REPLACEMENT

- Material list/spec sheet
- If opening size is altered, submit header sizes and material being used for alteration

ABOVE-GROUND POOL OR SPA

- Site plan
- Manufacturer's specs
- Electric and Fence permit required
- Separate door/window protection verification form required
- Pool Checklist

SIDING

- Material list/spec sheet

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.