



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

Permit No. \_\_\_\_\_

Method by which you would like your permit returned:  Fax  Email  Pickup

## 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

### GARAGE

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

### CARPORT

- 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

### DECK

- Site plan
- Elevation plan showing footer, foundation, joists, decking and railing
- 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 # \_\_\_\_\_  
 Cash  Card  Check  
 Ref. # \_\_\_\_\_  
 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 12/2019