



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

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

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 # \_\_\_\_\_  
 Cash  Card  Check

Ref. # \_\_\_\_\_  
 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.