

MISCELLANEOUS PLAN APPROVAL APPLICATION



CITY OF MIDDLEBURG HEIGHTS BUILDING DEPARTMENT

15700 Bagley Road
Middleburg Heights, OH 44130
Phone (440) 234-2218

Website: middleburgheights.com E-mail: building@middleburgheights.com



TYPE OF APPLICATION:

- Roof Windows Siding Gutters Waterproofing Glass Block Windows Underpinning Foundation Repair
 Temporary Sign Real Estate Sign Amended Sign Replace/Repair Sign Permanent Sign
 Sidewalk/Tent Sale & Dates Requested for Sale: _____ - _____

DESCRIPTION OF PROJECT/EXTENT OF WORK:

ESTIMATED COST OF WORK: \$ _____

PROJECT LOCATION:

Street Address	Unit/Suite/Building #	Tenant/Company Name	Phone Number
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BUILDING OWNER INFORMATION:

Owner Name _____ Phone Number _____

Street Address	City	State	Zip	E-mail
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APPLICANT INFORMATION: (OWNER OR OWNER'S AUTHORIZED AGENT – IF AGENT, PLEASE SUBMIT WRITTEN AUTHORIZATION)

Applicant/Company Name _____ Phone Number _____

Street Address	City	State	Zip	E-mail
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CERTIFICATION:

I certify that I am: Owner Owner's Authorized Agent

I certify that all information contained in this application is true, accurate, and complete to the best of my knowledge. My signature shall constitute an agreement on my part to abide by all Codes, Ordinances, and regulations of the State of Ohio and City of Middleburg Heights pertaining to this request. I further agree to pay all required fees and required review fees that may result from this application.

Signature _____ Printed Name _____ Date _____

----- FOR CITY USE ONLY -----

DATE RECEIVED: WALK IN MAIL IN PROCESSED BY: _____

APPROVED: _____
Building Commissioner

DATE: _____