

RESIDENTIAL 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 Project: ___ New Single-Family Home ___ New Two-Family Home ___ New Multi-Family Home ___ Interior Alterations
___ Addition ___ Attached Garage ___ Detached Garage ___ Above-Ground Pool ___ In-ground Pool ___ Spa/Hot Tub

Project Location: _____
Street Address Permanent Parcel Number Sublot Number (new construction only)

Project Description: _____

Lot Size: _____ Size of House Footprint: _____ Total House Square Footage: _____ Foundation Type: _____
Square Footage: 1st Floor: _____ 2nd Floor: _____ Porch: _____ Patio: _____
Number of Bedrooms: _____ Number of Bathrooms: _____ Total Number of Rooms: _____
Roofing Material: _____ Exterior Building Material: _____
Exterior Surface Material: _____ Fireplace Type (if applicable): _____
Air Conditioning Size: _____ Heating System Type & Size: _____

Property Owner Information:

Name Street Address City State Zip E-Mail Phone Number

Registered Design Professional: ___ Architect ___ Engineer Reg/Cert Number: _____

Owner Name E-Mail

Street Address City State Zip Phone Number

Applicant Information: (OWNER OR OWNER'S AUTHORIZED AGENT – IF AGENT, PLEASE SUBMIT WRITTEN AUTHORIZATION)

Company Name & Contact E-Mail

Street Address City State Zip Phone Number

Please submit this application with all documents and drawings online at: <https://web.mygov.us/>.

Required Documents:

New Construction: Residential Building Permit Application, House plan, Topo, Model Energy Cod, Building Material List and Truss Drawings. **Once approved, 2 House Plans and 4 Topos must be submitted for permit issuance.**

Interior Alteration: Residential Building Permit Application and Construction plans

Addition: Residential Building Permit Application. Construction plans & Site plan

New or Garage Re-build: Residential Building Permit Application, Construction plans & Site plan

In-Ground Pool: \$300 Engineer Review Deposit, Residential Building Permit Application, Site plan, Electric & Gas Line Details, Brochure, Manufacturer's Specs & Pool Schematic

Above-Ground Pool or Spa/Hot Tub: Residential Building Permit Application, Site plan, Brochure & Electric & Gas Line Details

Payment can be made by cash, check or credit card (3.25% fee added)

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: _____