



PLANNING & DEVELOPMENT

64 E. Walnut St.
Westerville, OH 43081-2308
t. (614) 901-6650
f. (614) 901-6666

BUILDING DIVISION
COMMERCIAL BUILDING

APPLICATION FORM

DATE _____ PARCEL # _____ PERMIT # _____

(Office use only)

PROJECT NAME _____ PROJECT ADDRESS _____

CITY _____ STATE _____ ZIP _____

APPLICANT/PROJECT CONTACT

COMPANY NAME _____ CONTACT _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ EMAIL _____

PROPERTY OWNER SAME AS APPLICANT

NAME _____ CONTACT _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ EMAIL _____

TENANT/OCCUPANT SAME AS APPLICANT

BUSINESS NAME _____ CONTACT _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ EMAIL _____

CONTRACTOR SAME AS APPLICANT

BUSINESS NAME _____ CONTACT _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ EMAIL _____



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BUILDING INFORMATION

- NEW BUILDING
 BUILDING ADDITION
 TENANT FINISH/ ALTERATIONS
 OTHER

DESCRIPTION OF WORK

DESCRIPTION OF USE

COST OF CONSTRUCTION _____

GROSS SQUARE FOOTAGE OF CONSTRUCTION (To include all floors.) _____

CONSTRUCTION TYPE **1** _____ **2** _____ **3** _____ **4** _____ **5** _____

USE GROUP CLASSIFICATION

- ASSEMBLY A- _____
 HIGH HAZARD H- _____
 STORAGE S- _____
 BUSINESS _____
 INSTITUTIONAL I- _____
 EDUCATIONAL _____
 MERCANTILE _____
 FACTORY/INDUSTRIAL F- _____
 RESIDENTIAL R- _____
 UTILITY _____

- Fire Alarm System YES NO
 Unlimited Area Building YES NO
 Fire Suppression System YES NO
 Smoke Detection System YES NO
 Sanitary Sewer Size _____
 Fireline Size _____
 Water Service Size _____

In consideration of permission granted I/We agree to construct said work in all respects in conformity with all applicable codes and regulations of the City of Westerville. Please remember that the applicant is responsible for coordinating and scheduling the required inspections on these permits.

 SIGNATURE OF APPLICANT/PROJECT CONTACT

 DATE

 PRINTED NAME

 PHONE NUMBER



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BUILDING DIVISION
COMMERCIAL BUILDING
APPLICATION CHECKLIST

(OFFICE USE ONLY) PERMIT # _____

Please ensure that you have included the following listed items with your application.
(If Online submission, submit all items through the Plan Review Portal. Click [here](#) for links to the Online Submission Guide and Plan Review Portal)

- Completed & signed application form.
- Building Plans:** plans with the correct address of the project on the cover sheet and a design professional's seal on each sheet. If paper submission, five (5) sets properly bound required.
- Site Plan:** survey-based plot plans/site plans (may be included with the building plans) showing the location of the proposed work, existing structures and distances from property/lot lines. If paper submission, five (5) sets properly bound required.
- Lighting Plans:** plans showing site lighting including photometric calculations, lighting/conduit locations and fixture details (may be included with the building plans). If paper submission, five (5) sets properly bound required.

If applicable, please describe the information and items not included and the reason(s) why. Incomplete applications will not be accepted.

By signing below I agree that I have presented all of the items requested in this checklist and that failure to do so may result in an incomplete application, which will be rejected.

SIGNATURE OF APPLICANT

DATE