

SUBMITTAL INSTRUCTIONS

- Complete the application form in its entirety. Include the signature of both applicant and the owner.
- Prepare the submittal documents necessary to support the application.
- Submit a completed application and all necessary supporting documents via email.
Please email to **both addresses:**

Bethany Harp – bharp@piquaoh.org
Kyrsten French – kfrench@piquaoh.org

- Payment can be submitted via check and mailed to:

City of Piqua Development Department
201 W Water St
Piqua, OH 45356

FAQ

How long will it be until I receive notification?

The review timeframe is typically 3-5 business days; however, it may vary based on the complexity of the project. The applicant will be notified by phone call when the application has been approved and the permit has been issued, or if additional information is required.

Will the permit expire?

The permit will expire six months from the date of approval.

What is the next step?

Additional permits may be required by the Miami County Building Department, the City of Piqua Health Department and/or the City of Piqua Engineering Department. If you have any questions, a staff member in the Development Department is available to assist you Monday through Friday from 8:00 a.m. to 5:00 p.m.

For new commercial construction projects and large-scale residential construction, the Development Department will schedule a required pre-construction meeting upon issuing a permit.

Does the City have online GIS or standard drawings available?

Please see [this webpage](#) for a link to GIS resources, and see the [Engineering page](#) for standard drawings and permit applications for right of way work.

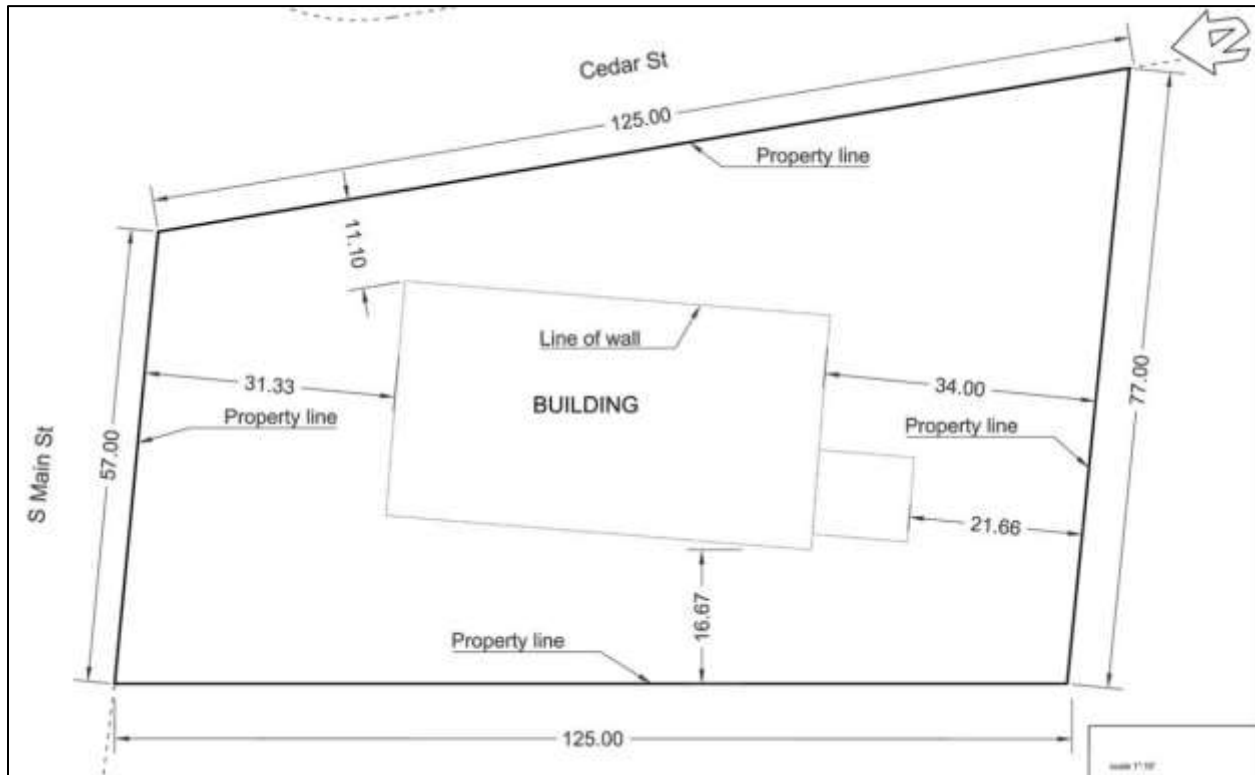
INSPECTION PROCESS

Who do I call to inspect?

Upon the completion of the entire scope of the changes or work described by the application and construction documents, the applicant should call the inspector(s) listed on the signed permit. The Final Zoning inspection will be conducted once all other inspections are passed and complete. The final inspection will verify the appropriateness and completeness of the changes or work. Upon finding the changes or work to be appropriate and completed in accordance with the application, construction documents, a Certificate of Compliance will be issued by the enforcing official and mailed to the applicant.

CONTACT INFORMATION			
Development/Planning and Zoning/Contractor Registration	(937) 778-2049	Miami County Building/Electrical/Mechanical	(937) 440-8121
Fire	(937) 778-2013	Underground Utilities	(937) 778-2018
Engineering	(937) 778-2044	Wastewater	(937) 778-2088
Power	(937) 778-2077	Utility Business Office	(937) 778-2000

SITE PLAN



123 Main Street

All site plans submitted must be drawn to scale, marked with a North arrow, and include all relevant measurements and information as required by the City Planner. The example above is the minimum level of detail and information needed for site plan submission where basic work is being performed.

Many permit types require application documents sourced from professional surveyors, engineers, or architects. Applicants will be contacted if a reviewing department has requested additional information.