

PURPOSE OF A COMMERCIAL CONSTRUCTION PERMIT

Information from this permit application will be used to determine if a project meets all applicable legal requirements of the city, including the Development Code. City departments will review this application and ensure that this project will coordinate with improvements planned by the City. This permit should be approved prior to constructing, adding to, moving, altering or remodeling any commercial structure or infrastructure. Projects such as constructing a building addition, paving or laying down gravel, among other construction activities, will require this permit.

Please submit all application materials to: piquapermits@piquaoh.gov

SUBMITTAL REQUIREMENT CHECKLIST

<input type="checkbox"/> Application	<input type="checkbox"/> Site Plan	<input type="checkbox"/> Construction Drawings	<input type="checkbox"/> Landscape Plan (If Applicable)	<input type="checkbox"/> Building Elevation (If Applicable)
Application Fee: For the construction of a new primary structure/site redevelopment: \$300 For the construction of accessory structures/additions: \$100			Link to payment portal - https://swipesimple.com/links/lnk_b5f8e6e9 <i>If you are unsure of what amount is appropriate to pay, please seek assistance prior to submitting payment by emailing the address above.</i>	

APPLICANT INFORMATION	<input type="checkbox"/> Primary Contact	<input type="checkbox"/> Billing Contact
Company Name:		
Contact Person First Last Name:		
Mailing Address:		
Phone Number:	Email:	

PROPERTY OWNER INFORMATION			
First Last Name:			
Mailing Address:			
Phone Number:	Email:		
PROJECT LOCATION	Address Assignment Request	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Street Address:	Parcel ID Number:		
Zoning District:	Current Use:		

ACTIVE CODE COMPLIANCE CASE		
Is there an active code compliance case on this site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If yes: Is this application related to the code violation?	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
PLANNING COMMISSION, BOARD OF ZONING APPEALS, CITY COMMISSION		
Is this application associated with any past or future action by a board or commission? Some examples – a variance, a Special Use Permit, a recent rezoning, etc. Please describe. "NA"		

HISTORICAL RESOURCE INFORMATION		
Does the project contain a designated historic resource or is it located within a designated historic district?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

PROJECT INFORMATION – Attach additional page(s) if necessary.	
Briefly describe the nature of the project:	
Estimated Project Cost:	
Start Date:	End Date:

ACKNOWLEDGMENT AND AUTHORIZATION	
The undersigned acknowledges that the information provided herein is accurate to the fullest extent of their knowledge.	
_____	_____
Applicant Name	Date
_____	_____
Applicant Signature	Title
_____	_____
Property Owner Name	Title
_____	_____
Property Owner Signature	Title