



# CITY OF WILLARD

**PUBLIC WORKS DEPARTMENT**  
P. O. BOX 367, WILLARD, OH 44890-0367  
PHONE 419-935-6555 • FAX 419-933-4545  
[WWW.WILLARDOHIO.US](http://WWW.WILLARDOHIO.US)

Office Use Only
Fee: _____
Date: _____

## RESIDENTIAL BUILDING PERMIT APPLICATION

Project Address \_\_\_\_\_ City, State Zip Willard, Ohio 44890

Property Owner \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City, State Zip \_\_\_\_\_

Contractor \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City, State Zip \_\_\_\_\_

Building Use:  Single Family  Duplex  Triplex  Other: \_\_\_\_\_

### PERMITS REQUESTED: (Check all that apply)

- NEW DWELLING (\$60)  TOTAL REHABILITATION (\$60)  ADDITIONS (\$30)  ALTERATION (\$20)
- GENERAL / OTHER (\$20) \_\_\_\_\_  SIDING (\$20)  ROOF (\$20)
- UNATTACHED GARAGE OR SHED (\$20)  PORCH/DECK (\$20)  WINDOWS/DOORS (\$20)
- BASEMENT / WATERPROOFING (\$20)  DEMOLITION (\$20)  PATIO (\$20)

Description of Work \_\_\_\_\_  
\_\_\_\_\_

VALUE OF WORK BEING DONE: \$ \_\_\_\_\_

(Property owners doing their own work should include their material price plus 50% for their labor)

**NOTES:** A Zoning permit and site plan are required for any new structures or additions.  
Plans or drawing that detail or show methods and means of construction are required.  
Contractors must be registered with the City.  
Small alteration jobs under \$750 do not require a building permit.  
Separate permits are required for Electrical, Plumbing, and HVAC

**INSPECTIONS:** The following are the minimum inspections required for building projects: Footer, Foundation, Framing, Insulation, and a Final. Other inspections may be required as detailed on your building permit or other permits. Call for inspections a minimum of 48 hours in advance. A fee of \$25 will be required for reinspections.

I hereby certify that I have read and examined this application and know the information to be true and correct. All provisions of the City of Willard's Ordinance will be complied with. The granting of a Zoning and/or Building permit does not presume to give authority to violate or cancel the provisions of the City of Willard Ordinance or other governing regulations.

\_\_\_\_\_  
SIGNATURE OF CONTRACTOR/OWNER OR AUTHORIZED AGENT DATE

PERMIT DRAWING EXAMPLE.

ALSO INCLUDE A SITE PLAN IF APPLICABLE.

