

**DEPARTMENT OF BUILDING INSPECTION  
CITY OF WASHINGTON  
105 NORTH MAIN STREET, WASHINGTON C.H. OHIO 43160  
PHONE 740-636-2353 FAX 740-636-2349**

**BUILDING/ZONING PERMIT APPLICATION**

**WHEN SUBMITTING THIS APPLICATION, THE FOLLOWING MUST BE INCLUDED:**

- 1) Overhead view of the property showing the exact length and width of the property.
- 2) All existing and proposed structures must be indicated with their exact dimensions and locations from the property lines (for structures near streets or alleys, measurements must be taken from the centerline of the street or alley)
- 3) All parking or driveway areas must be indicated.
- 4) A detailed site plan (plan must be drawn with straight lines and on a clear 8 ½ X 11 or larger sheet of paper)(see attachment for example)

**PROJECT ADDRESS** \_\_\_\_\_

**APPLICANT'S NAME:** \_\_\_\_\_ **Phone No** \_\_\_\_\_

**Address** \_\_\_\_\_

**PROJECT ADDRESS OWNERS'S NAME:** \_\_\_\_\_

**Address** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

**CONTRACTOR'S NAME** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

**Address** \_\_\_\_\_

**ESTIMATED COST FOR PROJECT** \_\_\_\_\_

**DESCRIPTION OF PROPOSED PROJECT (INCLUDE SQUARE FOOTAGE AND DIMENSIONS):** \_\_\_\_\_  
\_\_\_\_\_

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Owner's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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**OFFICIAL USE ONLY**

**Zoning** \_\_\_\_\_ **Floodplain** Yes No / **Application** Approved Disapproved

**Comments** \_\_\_\_\_

**Official's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## SAMPLE SITE DRAWING

- INDICATE OUTSIDE DIMENSIONS OF ADDITION
- INDICATE DISTANCES FROM ALL PROPERTY LINES (GIVE DISTANCES FROM CENTERLINES OF STREETS AND ALLEYS)
- INDICATE IF THERE ARE PROPERTIES ON EITHER SIDE OF THE PROPOSED SITE

