# Division of Building and Zoning

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## COMMERCIAL ZONING PERMIT APPLICATION

*All applications should be accompanied by plans drawn to scale showing the existing and proposed construction in relation to the property lines and all other structures on the site to be developed.*

**APPLICANT/OWNER INFORMATION:**

Name: _____ Phone Number: _____ Alternate Number: _____

Address: _____

**CONTRACTOR INFORMATION:**

Name: _____ Phone Number: _____ Alternate Number: _____

Address: _____

**PROJECT INFORMATION:**

Address (location of project) : _____

Project Description:

Current Zoning : _____ Current Use of Building: _____

Square Footage of Existing Building: _____ Square Footage of Proposed Building: _____

Value of Existing Building: $ _____ Value of Proposed Construction: $ _____

Does any portion of the lot on which you plan to develop lie within the floodplain as shown on the most current flood insurance rate maps?

☐ Yes ☐ No ☐ I don't know

**UTILITIES**

Water ☐ Domestic service tap size: _____ ☐ Irrigation line tap size: _____ ☐ Fire suppression line

*Service card must be filed with Utilities Clerk prior to receiving meter and/or service being turned on*

**GENERAL INFORMATION**

* All contractors must file with the Heath Income Tax Bureau. (Ord. 26-76)
* All driveways must be paved at least 30' from dedicated pavement. (Ord. 58-76)
* All driveways storm drainage tile must be approved by the City. (Ord. 46-94)
* Storm water drainage must be in compliance with City Ordinances.
* EPA regulations prohibit any open burning in construction areas.
* All public/commercial facilities must comply with the 1990 A.D.A.
* All commercial property must obtain Knox Box System from Fire Department.
* All address numbers are to be posted according to Ord. 145-95.
* Construction must be started within six months of the issuance of the building permit and project completed within a year. Sewer tap fees expire after six months.
* The temporary water fee applies only to water consumption for preparation of building materials on-site. Use of temporary water for site clean up, lawn watering, etc. is prohibited. Upon deliverance of a water meter, the contractor/owner will be required to apply and pay for permanent water service at standard rates. It is also a requirement that the contractor/owner notify the utility office upon transfer of property ownership.

Applicant Name (please print): _____ Date: _____

**Do not write below this line - OFFICE USE ONLY**

Approved by: _____ Date: _____