

City of Girard, Ohio
 Zoning Department
 100 W. Main Street, Girard, Ohio 44420
 Phone: 330-539-7242
 Fax: 330-539-7208
 Email: girardzoning@yahoo.com

Office Use Only: Date:	Receipt#:	Contractor#:	Check#:	Cash:
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NEW: \$100.00 **CONTRACTOR REGISTRATION** RENEWAL: \$50.00

Do not leave any section blank or registration will not be approved
MUST HAVE INDIVIDUAL'S NAME, HOME ADDRESS & HOME/CELL NUMBER TO REGISTER

Owner/Officer/License Holder/Name: _____

Home Address: _____ Phone: _____

City/State/Zip: _____

Business Name: _____

Business Address: _____

Business City/State/Zip: _____

Business Phone: _____ Cell Phone: _____

Email: _____ Fax: _____

All Contractors MUST submit the following to be registered:

- 1.) License and Permit Bond in the amount of TEN THOUSAND DOLLARS (\$10,000.00) the City of Girard must be named the bond holder **WE WILL NOT ACCEPT A RECEIPT OF PAYMENT**
- 2.) Certificate of Liability Insurance – minimum coverage at standard units of FIVE HUNDRED THOUSAND (\$500,000.00) **DO NOT SEND A DECLARATION (INVOICE)**
- 3.) Ohio Worker's Compensation Certificate. If you are a sole proprietor and do not carry Worker's Compensation, **PLEASE INITIAL HERE:** _____
- 4.) If mailing, please include a self-addressed stamped envelope. If not, it will be in our office for pick up.

DO NOT SUBMIT WITHOUT ALL REQUIRED DOCUMENTS AND PAYMENT
MAKE CHECKS PAYABLE TO: CITY OF GIRARD *CASH OR CHECKS ONLY*

I, _____, do hereby declare that all information on the above registration to be true and accurate.
 Signature: _____ Date: _____

**FAILURE TO OBTAIN A PERMIT PRIOR TO STARTING CONSTRUCTION WILL RESULT IN PAYING
DOUBLE THE AMOUNT OF THE FEE FOR SUCH PERMIT (ORD. 1305.03)**

Girard Rental and Zoning Department
girardzoning@yahoo.com
100 E. Main St.
Girard, Ohio 44420
Phone: 330-539-7242

RESIDENTIAL SIDING AFFIDAVIT APPLICATION

Address: _____ Date: _____
Owner: _____ Phone: _____
Contractor: _____ Phone: _____

Recovering / Replacement: " MARK BOX THAT APPLIES"

Removing / Replacing Exist Exterior Covering

Recovering over Exist (Re-Side)

New Exterior coverings shall not be installed without providing a water-resistant barrier behind the exterior veneer as required by RCO Section 703.02

1- One layer of No.15 asphalt felt, free from holes and breaks, complying with ASTM D 226 for Type J Felt or another approved water-resistive barrier applied horizontally with the upper layer over the lower layer not less than 2". Where joints occur, felt shall lapped not less than 6".

Area: "MARK ALL BOXES THAT APPLY"

Complete Exterior Covering Replacement

Partial Exterior Covering Replacement Front Back Side

Total Area of Exterior Covering to be Replaced: _____ SQUARE FOOTAGE

Proposed Exterior Covering: "MARK ALL BOXES THAT APPLY"

Underlayment Proposed: 15# Roof Felt 30# Roof Felt Tyvek Vis queen Plastic Sheet Other _____

Wall Covering Proposed: Horizontal Aluminum (w or w/o insulation) Vinyl Siding Wood Structural Panels (Exterior Grade) Steel Siding Hardboard Wood Lap Siding Fiber Cement Siding Wood Shakes/Shingles Brick (Anchored) Brick (Adhered) Masonry or Stone (Adhered) Other: _____

Attachment: "MARK BOX THAT APPLIES"

All wall coverings shall be securely fastened in accordance with RCO Table 703.4 or with aluminum, stainless steel, zinc coated, or other approved corrosion resistive fasteners.

Meets fastener schedule of RCO 703.4 (back) Other: _____

REGULATIONS:

1.RCO 703 Exterior Covering:

The provisions of the Residential Code of Ohio RCO Section 703 Exterior Covering shall apply. Materials and methods of application used for recovering or replacing an existing covering (Siding) shall comply with the requirements of RCO.

2. All materials will be installed per manufacturers specifications, warranty, and industry standards.

3. Workmanship will not be addressed by the building department; it is the responsibility of the of the homeowner to oversee.

4. Owner is responsible for hiring licensed contractor if owner is not doing the work.

5. All contractors are required to be licensed and registered in the City of Girard Ohio.

**THE UNDERSIGNED AGREE TO ALL OF THE ABOVE AND REFERENCED REGULATIONS.
CONTRACTOR MUST PROVIDE A COPY OF SIGNED APPLICATION TO THE PROPERTY OWNER**

Owner Signature: _____

Contractor Signature: _____

**Girard Rental and Zoning Department
100 W. Main St.
Girard, Ohio 44420
330-539-7242
girardzoning@yahoo.com**

RESIDENTIAL RE-ROOFING AFFIDAVIT APPLICATION

Address: _____ Date: _____
Owner: _____ Phone: _____
Contractor: _____ Phone: _____

DESCRIPTION OF PROJECT (Check One)

- ___ (1) One layer of roofing material will be applied over one existing layer of roofing material with suitable existing sheathing.
- ___ (2) Present roofing materials will be removed, and new roofing material will be installed over suitable existing sheathing as required in the residential building code for new roofs. (Example: where the existing roof has two or more applications of any type of roof covering).
- ___ (3) Present roofing material including sheathing will be removed and new sheathing, felt paper, drip edge and roofing material will be installed to meet requirement of residential building codes for new roofs. (Example: where the existing roof or roof covering is water soaked or has deteriorated).

REGULATIONS (See reverse side for additional regulations)

1. Roofing materials will not be applied over existing wood shake, slate, clay, or asbestos-cement tile.
2. All roofing materials will be installed per manufacturers specifications, warranty, and industry standards.
3. Workmanship will not be addressed by the building department and is the responsibility of the homeowner to oversee.
4. Owner is responsible for hiring licensed contractor if owner is not doing the work.
5. All contractors are required to be licensed and registered in the City of Girard Ohio.

**THE UNDERSIGNED AGREE TO ALL OF THE ABOVE AND REFERENCED REGULATIONS.
CONTRACTOR MUST PROVIDE A COPY OF SIGNED APPLICATION TO THE PROPERTY OWNER.**

Owner Signature: _____

Contractor Signature: _____

RESIDENTIAL ROOFING REGULATIONS

SECTION 803 ROOF SHEATHING

Roof sheathing shall comply with Table 803.1

Wood structural panels shall comply with Table 503.2.1.1(1).

The roof covering shall be applied only when the supporting roof construction is clean and dry.

SECTION 905 REQUIREMENTS FOR ROOF COVERINGS

Asphalt Shingles

General: Asphalt shingles shall be applied according to the manufacturer's Printed instructions and shall be fastened to solidly sheathed decks.

Slope: Asphalt shingles shall only be used on roof slopes of two units vertical in twelve units horizontal (2:12) and up. For roof slopes of 2:12 to 4:12, double underlayment application is required in accordance with section 905.2.7 and fasteners must comply with 905.2.5 and 905.2.6.

Underlayment: Required underlayment shall conform with ASTM D 226, Type 1, or ASTM D 4869, Type 1. Underlayment application must comply with 905.2.7 and 905.2.7.1

Flashing: Shall comply with section 905.2.8.1 thru 905.2.8.5

Roll Roofing: Shall comply with section 905.5.1 thru 905.5.5

SECTION 907 REROOFING

General: Materials and methods of application used for recovering or replacing an existing roof shall comply with the requirements of Chapter 9.

Structural and Construction Loads: The structural roof components shall be capable of supporting the roof covering system and the material and equipment loads that will be encountered during installation of the roof covering system.

Recovering versus Replacement: New roof covering shall not be installed without first removing existing roof coverings when any of the following conditions occur:

1. Where the existing roof or roof covering is water-soaked or has deteriorated to the point that the existing roof covering is not adequate as a base for additional roofing.
2. Where the existing roof covering is wood shake, slate, clay, cement or asbestos-cement tile
3. Where the existing roof has two or more applications of any type of roof covering

Exception: Complete and separate roofing systems, such as standing-seam metal roof systems that are designed to transmit the roof loads directly to the building's structural system and that do not rely on existing roofs and roof coverings for support shall not require the removal of existing roof coverings.

Reinstallation of materials. The reinstallation of existing roof covering materials which have been removed shall not be permitted unless the materials provide an effective barrier against the weather.

Flashings: Flashings shall be reconstructed in accordance with approved manufacturer's installation instructions

Per Table 301.2(1) ice barrier underlayment is required in the state of Ohio.

CITY OF GIRARD OHIO

APPLICATION FOR RESIDENTIAL PLAN APPROVAL



100 W. Main Street, Girard, OH 44420 Phone: (330) 539-7242

1 SCOPE OF PROJECT: (RCO 107.2.1) <input type="checkbox"/> Building General <input type="checkbox"/> Accessory Structure <input type="checkbox"/> Mechanical <input type="checkbox"/> Fence (over 6' tall) <input type="checkbox"/> Electrical <input type="checkbox"/> Other: <input type="checkbox"/> Sprinkler System <input type="checkbox"/> Other: <input type="checkbox"/> Fire Alarm <input type="checkbox"/> Other: <input type="checkbox"/> Plumbing <input type="checkbox"/> Other:	2 TYPE OF PROJECT: <input type="checkbox"/> New Building Construction <input type="checkbox"/> Building Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair/Maintain/Replacement <input type="checkbox"/> Accessory Building <input type="checkbox"/> Request Existing Bldg C of O	3 PHASED PLAN REVIEW: <input type="checkbox"/> Foundation <input type="checkbox"/> Framing: <input type="checkbox"/> Other: <input type="checkbox"/> Other: <input type="checkbox"/> Other: <input type="checkbox"/> Other:						
4 DESCRIPTION OF THE EXTENT OF WORK INCLUDED FOR APPROVAL: (RCO 107.2.1) 								
5 PROJECT LOCATION: (RCO 107.2.2) Legal description: _____ Street Address _____ City/Township _____ Zip Code _____ County _____ Directions _____ <table style="width: 100%; border: none;"> <tr> <td style="border: none;">▪ Is this project/building located in a flood plain?</td> <td style="border: none; text-align: center;"><input type="checkbox"/> Yes</td> <td style="border: none; text-align: center;"><input type="checkbox"/> No</td> </tr> <tr> <td style="border: none;">▪ Has flood plain administrator been contacted for requirements?</td> <td style="border: none; text-align: center;"><input type="checkbox"/> Yes</td> <td style="border: none; text-align: center;"><input type="checkbox"/> No</td> </tr> </table>			▪ Is this project/building located in a flood plain?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	▪ Has flood plain administrator been contacted for requirements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
▪ Is this project/building located in a flood plain?	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
▪ Has flood plain administrator been contacted for requirements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
6 _____ 								
7 BUILDING OWNER INFORMATION: (RCO 107.2.4) Name of owner _____ Attention: _____ Street Address _____ City _____ State _____ Zip _____ Phone No. _____ Fax _____ E-mail _____								
8 APPLICANT INFORMATION: (Owner or Owner's authorized agent) (RCO 107.2.4) Applicant _____ Attention: _____ Street Address _____ City _____ State _____ Zip _____ Phone No. _____ Fax _____ E-mail _____								

9 REGISTERED DESIGN PROFESSIONAL -IF APPLICABLE: (RCO 106.1.1-3, 106.2)

Architect Engineer Certified Fire protection system installer
 Designer _____ Registration /Certificate No.: _____
 Street Address _____ City _____ State _____ Zip _____
 Phone No. _____ Fax _____ E-mail _____

10 EVIDENCE OF RESPONSIBILITY: (RCO 106.2)

(Required residential construction documents, when submitted for review as required under RCO section 107, shall bear the identification of the person primarily responsible for their preparation. Ohio Revised Code Section 3791.04 (A)(2)(b) permits construction documents for any residential building to be prepared by persons other than a registered architect or engineer; unless per Ohio Revised Code Section 3791.04 (A)(2)(c), the proposed work involves technical design analysis. The building official may rely on the placement of a 'seal' on the documents as evidence that the registered architect or engineer performed the technical analysis.

Document Preparer Name: _____ Title/Company: _____
 Address: _____ City: _____ State: _____ Zip: _____

11 INDUSTRIALIZED UNITS INFORMATION: (The following information applies to the INDUSTRIALIZED UNITS and alternative materials, designs, methods of construction or equipment approved by the State of Ohio, Board of Building Standards Industrialized units (IU) program.) (RCO 106.1.4, Section 114)

* Authorized Manufacturer and project information:
 Approval number: _____ Approval Date: _____
 Board approved documents submitted to local Building Official? _____ YES _____ NO
 Details of on-site interconnection of modules or assemblies submitted to BO? _____ YES _____ NO

12 CONSTRUCTION DOCUMENTS REQUIREMENTS: (Refer to RCO 106.1-3 (1-9) for specific construction document requirements)

* (Refer to attached examples of worksheets for Plumbing, Mechanical and Electrical submission requirements.)

Time limitation of Application: (RCO 107.2.1) *The approval of construction documents under this section is a "license" and the failure to approve such construction documents as submitted within thirty days after filing or the disapproval of such construction documents is an "adjudication order denying the issuance of a license" requiring the opportunity for an "adjudication hearing" as provided by sections 119.07 to 119.13 of the Revised Code and as modified by sections 3781.031 and 3781.19 of the Revised Code. In accordance with section 109, an adjudication order denying the issuance of a license shall specify the reasons for such denial.*

13 CERTIFICATION: (RCO 107.2.5)

I certify that I am the _____ Owner _____ Owner Authorized Agent
 All information contained in this application is true, accurate, and complete to the best of my knowledge. All official correspondence in connection with this application should be sent to my attention at the address shown above and copied to the Owner.

 Signature _____
 Print Name: _____ Date _____

14 THE AREA BELOW IS FOR OFFICIAL USE ONLY:

Date received: _____ Appl. No. _____
 Check No. _____ Verification # _____
 Processed By: _____ Walk In _____ Mail In _____

CITY OF GIRARD OHIO

APPLICATION FOR **NON-RESIDENTIAL** PLAN APPROVAL



100 W. Main Street, Girard, OH 44420 Phone: (330) 539-7242

1 SCOPE OF PROJECT <input type="checkbox"/> Building General <input type="checkbox"/> Accessibility <input type="checkbox"/> Mechanical <input type="checkbox"/> Fence (over 6' tall) <input type="checkbox"/> Electrical <input type="checkbox"/> Other: _____ <input type="checkbox"/> Sprinkler System <input type="checkbox"/> Other: _____ <input type="checkbox"/> Fire Alarm <input type="checkbox"/> Other: _____ <input type="checkbox"/> Plumbing <input type="checkbox"/> Other: _____	2 TYPE OF PROJECT: <input type="checkbox"/> New Building Construction <input type="checkbox"/> Building Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair/Maintain/Replacement <input type="checkbox"/> Change of Occupancy <input type="checkbox"/> Request Existing Bldg C of O	3 PHASED PLAN REVIEW: <input type="checkbox"/> Foundation <input type="checkbox"/> Framing: <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____
4 APPLICATION RELATED INFORMATION: <ul style="list-style-type: none"> • Is this project being submitted as a result of a previous preliminary plan review? <input type="checkbox"/> No <input type="checkbox"/> Yes, please provide the preliminary plan review number: _____ • Is this application being submitted as a result of a Notice of Violation or Adjudication Order that you received? <input type="checkbox"/> No <input type="checkbox"/> Yes, please provide the adjudication order number: _____ 		
5 PROJECT/BUILDING LOCATION: (OBC 107.2.2) Building Name _____ Street Address _____ City/Township _____ Zip Code _____ County _____ Directions _____ <ul style="list-style-type: none"> • Is this project/building located in a flood plain? <input type="checkbox"/> Yes <input type="checkbox"/> No • Has flood plain administrator been contacted for requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No 		
6 BRIEF DESCRIPTION OF THE SCOPE OF WORK COVERED UNDER THIS APPLICATION: (OBC 107.2.1) _____ _____ _____ _____ _____		
7 BUILDING OWNER INFORMATION: Name of owner _____ Attention: _____ Street Address _____ City _____ State _____ Zip _____ Phone No. _____ Fax _____ E-mail _____		
8 APPLICANT INFORMATION: (Owner or designated representative) (OBC 107.2) Applicant _____ Attention: _____ Street Address _____ City _____ State _____ Zip _____ Phone No. _____ Fax _____ E-mail _____		

9	REGISTERED DESIGN PROFESSIONAL INFORMATION: ___ Architect ___ Engineer ___ Certified Fire protection system designer	
Designer _____		Reg. /Certificate No.: _____
Street Address _____		City _____ State _____ Zip _____
Phone No. _____		Fax _____ E-mail _____
10	BUILDING CODE INFORMATION: (Information applies to construction area in a mixed use groups building, or the entire building if a single use group building)	
Current use group(s) _____		Current use group(s) _____ Current use group(s) _____
Occupancy Description: _____		
11	GENERAL BUILDING INFORMATION: (The following information applies to the <i>entire building</i> , not just construction area.) (OBC 107.2.3.)	
" Building Information:		
Use group(s)? _____		Mixed use groups? ___ No ___ Yes ___ Separated ___ Non-separated
Construction type? _____		Building height (FT)? _____ No. of stories? _____
Occupant load? _____		Storage height (FT)? _____ Storage aisle width (FT)? _____
" List USE GROUP below for mixed use building.		" List Occupancy Type for associated use group below.
" _____		" _____
" _____		" _____
" _____		" _____
" _____		" _____
" _____		" _____
" Fire Protection Systems: (Enter the type of system such as NFPA 13, NFPA 72, etc., if known. Enter "N/A" if not applicable)		
Building sprinkler system? _____		Sprinkler demand @ base of riser (PSI)? _____
Limited area sprinkler system? _____		Type 1 hood suppression? _____ In-Rack sprinkler system? _____
Building fire alarm system? _____		Fire detection system? _____ Smoke detection system? _____
12	CERTIFICATION: (OBC 107.2.5)	13 THE AREA BELOW IS FOR OFFICIAL USE ONLY:
I certify that I am the ___ Owner ___ Owner Authorized Agent		Date received _____ Appl. No.: _____
All information contained in this application is true, accurate, and complete to the best of my knowledge. All official correspondence in connection with this application should be sent to my attention at the address shown above.		Check No.: _____ Verification # _____
Signature _____		Processed by: _____ Walk in ___ Mail in _____
Print Name: _____ Date _____		

DIRECTIONS FOR COMPLETING CITY OF GIRARD APPLICATION FOR BUILDING PLAN APPROVAL

In accordance with Ohio Administrative Code (OAC) Chapter 4101:1-1-01, pursuant to Ohio Revised Code (ORC) Section 3791.04, before beginning the construction, erection or manufacture of any building for which construction documents are required, the owner shall submit (two or more) copies of construction drawings to this division for approval. The construction documents shall be accompanied with the application form and attached (scope / fees) worksheets. The construction documents shall be prepared by a registered design professional pursuant to OAC 4101:1-1-01. An examination and inspection fee will be assessed at the time of submittal as outlined in OAC 4101:1-1-01.

Application Directions: Complete page one of the application and attached worksheets as outlined below. All boxes. 1 through 14, must be completed in full or the application will be returned.

1. **SCOPE OF PROJECT:** Check all the boxes that apply to the scope of work proposed in this project. Every scope of work checked must be accompanied with the appropriate fees. Without establishing the proper scope of work, the division will be unable to establish the inspection schedule for the project. Please note that "*Building General*" refers to all "*general trade*" work in the building including ceiling panels/grids, non-loadbearing partitions, flooring, etc.; NOT just structural loadbearing components of the building.
2. **TYPE OF PROJECT:** Check one of the types of projects from the list.
3. **PHASED PLAN REVIEW:** If you are applying for a phased plan approval, check all phases of the plan reviews that are applicable to this project. The plans examiner will review your plans according to the phased schedule. If you are not applying for a phased plan review, leave all boxes blank.
4. **APPLICATION RELATED INFORMATION:** Answer each of the questions in this block and provide additional information accordingly. Complete answers to the questions will help the division process and review the project accurately.
5. **PROJECT/BUILDING LOCATION:** Please provide complete information identifying the location of the building where the construction or renovation will occur. This will help the division determine the proper jurisdiction for the project.
6. **BRIEF DESCRIPTION OF THE SCOPE OF WORK COVERED UNDER THIS APPLICATION:** Please provide a brief description of the scope of work. Please include the names of the areas or rooms affected by the construction when only a portion of building is covered under the permit application. The description provided will be shown on your certificate of use and occupancy.
7. **BUILDING OWNER INFORMATION:** Please provide complete answers to each item. If the building is owned by a corporation, please provide the name of the corporation and identify a contact person in the section called "Attention."
8. **APPLICANT INFORMATION:** Provide complete information. All project correspondences will be directed to the project applicant.
9. **DESIGNER INFORMATION:** Section 106.2 of the Ohio Building Code requires that the design professional be identified including the design professional's Ohio registration number.
10. **BUILDING CODE INFORMATION:** Information provided applies to the construction area in a mixed use groups building, or the entire building if it is a single use group building. For change of occupancy, the term "Current use group" refers to the approved use group under the previous occupancy. For information concerning the term "Proposed use group", please refer to Chapters 3 and 6 of Ohio Building Code for the proper classification.
11. **GENERAL BUILDING INFORMATION:** The information provided applies to the entire building and is not limited to the construction area. Even when the proposed project is a partial building renovation or a building addition, the information for the entire building is required. The information provided will be shown on your certificate of use and occupancy in accordance with section 111 of the Ohio Building Code.
12. **CERTIFICATION:** The application cannot be processed if this section is not complete.
13. **OFFICE USE ONLY:** This section is reserved for our office use only. Please do not mark in this area.

Work Sheet for Phased Plan Approval

1. Project location and applicant information:

Building address: _____ County: _____
Designer: _____ Phone No.: _____
Address: _____ Fax No: _____
_____ E-mail: _____

2. Check the type of work:

New Construction Alterations Change of Occupancy Building Additions

Use group(s): _____ Construction type: _____

3. Phase of plan approval requested: (Please indicate all applicable phases you are requesting)

Building footing and foundation:

- Site plan showing the location of the building in relation to the property lines, public streets, and/or adjacent buildings,
- Building footing and foundation plan showing the depth, section, and all structural design data,
- Building floor plan showing the use occupancy and construction type classification, building area, building height, number of stories, means of egress, required fire rated wall locations, etc.,
- Soil investigation report if required by section 1802 OBC.
- Special inspections statement for footing and foundation if required by section 1704 OBC.

Building slab and perimeter insulation:

- All documents required for building footing and foundation phase,
- Building slab and perimeter insulation details,
- Underground utilities including electrical, water, gas, sewer, and fire protection lines and construction details,
- Building energy conservation reports per 1301 OBC for new building constructions,

Building shell:

- All documents required for building footing, foundation, and slab and perimeter insulation,
- Construction details for exterior wall, load bearing and non-load bearing walls, including the required fire resistance rating wall construction details,
- Roof truss and/or floor truss shop drawings,
- Roof construction details,
- Electrical service and wiring for exterior walls and required means of egress lightings,

Building interior partitions:

- All documents required for building footing, foundation, and slab and perimeter insulation, and building shell,
- Construction details for all interior partitions including the required fire resistance rating wall construction details,
- Electrical, plumbing, and/or mechanical drawings if the finishes of interior partitions are a part of the request.

Building systems:

- All documents required for building footing, foundation, and slab and perimeter insulation, and building shell, and interior partitions,
- Construction drawings and details for building system such as electrical, plumbing, mechanical, fire protection systems separately if desired.

Other type of phased approvals: Please attach additional sheet(s) to explain.