



**CITY OF WESTLAKE, OHIO**  
**APPLICATION**  
**FOR PLAN**  
**APPROVAL AND**  
**CERTIFICATE OF OCCUPANCY**

(PLEASE PRINT OR TYPE ENTIRE FORM)

Application Date: \_\_\_\_\_

Date Issued: \_\_\_\_\_  
  
 Application Number: \_\_\_\_\_

Fee Description	Amount	
PLAN REVIEW		
ADDITIONAL REVIEW		
BUILDING		
B.B.S.		
TRENCH		
SIDEWALK		
RECREATION FEE		
CONSTRUCTION BOND		
TREE FEE		
SANITARY TAP		
STORM DRAINAGE		
<b>TOTAL \$</b>		
Grading & Drainage:		

OWNER or PROJECT NAME: \_\_\_\_\_

hereby makes application for (1) Approval to erect, build or alter a structure as described in the application and the accompanying plans, which are a part of this application and (2) a **Certificate of Occupancy** for the same if applicable.

**LOCATION AND DESCRIPTION OF LOT**

ADDRESS: \_\_\_\_\_ Sublot/Suite/ Bldg. # \_\_\_\_\_  
 Development: \_\_\_\_\_ Parcel # \_\_\_\_\_  
 Being \_\_\_\_\_ feet front and \_\_\_\_\_ feet deep on the  
 Side Being \_\_\_\_\_ feet rear and \_\_\_\_\_ feet deep on the  
 Side Total lot square footage \_\_\_\_\_

**DESCRIPTION OF BUILDING, STRUCTURE OR ALTERATION**

Project Description: \_\_\_\_\_ NO. OF STORIES: \_\_\_\_\_  
 FLOOR AREA: \_\_\_\_\_ FRONT YARD SETBACK: \_\_\_\_\_  
 GROSS SQ. FOOTAGE: \_\_\_\_\_ REAR YARD SETBACK: \_\_\_\_\_  
 LENGTH: \_\_\_\_\_ SIDE YARD SETBACK: \_\_\_\_\_  
 WIDTH: \_\_\_\_\_ SIDE YARD SETBACK: \_\_\_\_\_  
 HEIGHT: \_\_\_\_\_ ESTIMATED VALUE: \_\_\_\_\_

SHORTEST DISTANCE TO ANY BUILDING ON ADJOINING LOT \_\_\_\_\_  
 SHORTEST DISTANCE TO ANY BUILDING ON SAME LOT \_\_\_\_\_

**ADDITIONAL INFORMATION REQUIRED TO BE COMPLETED ON COMMERCIAL BUILDINGS**

USE GROUP: \_\_\_\_\_ OBC LIVE LOAD: \_\_\_\_\_ OBC  
 CONSTRUCTION TYPE: \_\_\_\_\_ OBC OCCUPANCY LOAD: \_\_\_\_\_ OBC  
 FIRE SUPPRESSION: \_\_\_\_\_ (Full) or \_\_\_\_\_ (Partial)

**Commercial: IF PROJECT IS A BUILDING ADDITION OR ALTERATION COMPLETE THE FOLLOWING FOR THE EXISTING BUILDING**

<b>A. Area - Square Feet</b>	B. Walls	<input type="checkbox"/> Masonry	<input type="checkbox"/> Frame, Wood	<input type="checkbox"/> Metal	<input type="checkbox"/> Other (specify)	
Basement _____	C. Roof	<input type="checkbox"/> Wood Frame	<input type="checkbox"/> All Metal	<input type="checkbox"/> Reinforced Concrete	<input type="checkbox"/> Heavy Timber	<input type="checkbox"/> Other
1st Floor _____	D. Floors	<input type="checkbox"/> Wood on Wood Joists	<input type="checkbox"/> Concrete Steel Joists	<input type="checkbox"/> Reinforced Concrete	<input type="checkbox"/> Slab	<input type="checkbox"/> Other
2nd Floor _____	E. Ceilings	<input type="checkbox"/> Exposed Joists	<input type="checkbox"/> Plaster on	<input type="checkbox"/> Fire Rated Dry	Rating in Hours <input type="checkbox"/> _____	
3rd Floor _____		<input type="checkbox"/> Steel	<input type="checkbox"/> Wood	<input type="checkbox"/> Lath		
Other Floors _____						
Total _____						

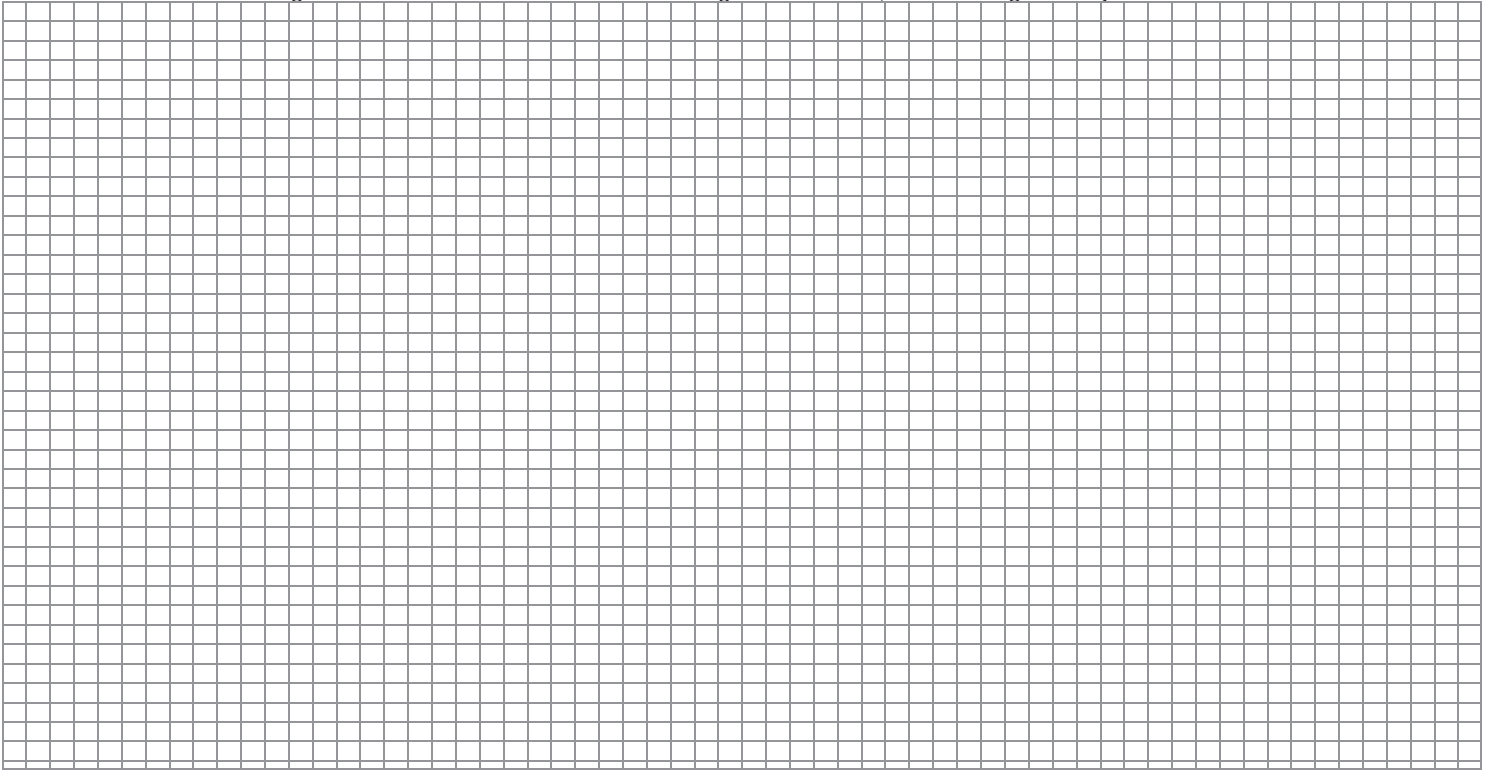
	NAME	ADDRESS	PHONE	E-MAIL
Architect				
Engineer				
General Contractor				
On Site Project Manager				

**If survey, site plan, or topographical map is not available, please indicate the following on graph:**

Show all lot lines and all lot dimensions.

Show all streets bounding property

Give distances from building to lot and street lines and other buildings on same lot, also buildings on adjacent lots



The Plan Approval herein applied for shall constitute an agreement on my part to abide by all the conditions herein contained and to comply with all the ordinances of the City of Westlake, and the laws of the State of Ohio relating to the work to be done thereunder; and said agreement is a condition of said approval.

Agent or Owner (Please print) \_\_\_\_\_ (Signature) \_\_\_\_\_

Company Name \_\_\_\_\_ Email: \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Cell or Alternate Number: \_\_\_\_\_