



# Building Department Water Heater/Furnace/Air Conditioning/Generator Application

**Office Use**

Date Received: \_\_\_\_\_

Fee Amount: \_\_\_\_\_

Permit No.: \_\_\_\_\_

**Project Value \$** \_\_\_\_\_

Residential     Commercial

**Project Site**

Property Address \_\_\_\_\_

Auditor Parcel Number(s) (APN/PPN) \_\_\_\_\_

**Broadview Hts. OH, 44147**

City/State/Zip \_\_\_\_\_

Zoning District \_\_\_\_\_

Sub Lot # \_\_\_\_\_

**Part of an HOA     Yes     No (By checking no you are assuming full responsibility for any lack of approval. If yes then please provide a letter from the HOA agreeing with the proposed project.)**

**Type of Project** (circle all that apply)

Water Heater (Gas  Electric  Tankless)

Furnace

Make \_\_\_\_\_ Model \_\_\_\_\_

Air Conditioning

BTU \_\_\_\_\_ No. of Gallons \_\_\_\_\_

HVAC

New /  Replacement\*

Generator (submit specs with application)

\*If replacement; what was previously installed

Other: \_\_\_\_\_

Gas     Electric     Tankless

**Scope of Work:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A drawing showing the scope of the work being done and/or data material **MUST be provided.**

**Contractor**

Company Name \_\_\_\_\_

Cell/Phone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Point of Contact Name \_\_\_\_\_

# Water Heater/Furnace/Air Conditioning/Generator Continued

**Property Owner** (of subject site)

_____ Name	_____ Cell/Phone
_____ Address:	_____ Email
_____ City/State/Zip	_____ Name of Business or Tenant (if applicable)

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## **Additional Contractors/Subs:**

Every contractor and subcontractor needs to be registered, bonded, insured & licensed by the City of Broadview Heights.

Company Name: _____	Contact Person: _____
Trade: _____	Email: _____
Phone #: _____	Cell: _____
Company Name: _____	Contact Person: _____
Trade: _____	Email: _____
Phone #: _____	Cell: _____
Company Name: _____	Contact Person: _____
Trade: _____	Email: _____
Phone #: _____	Cell: _____

If you need to list additional contractors, please use the form "Additional Contractors/Subs Form" that can be found online.

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- A. **The permit holder is responsible for scheduling all inspections.**
  - B. If the homeowner obtains the permit on behalf of a contractor, you are liable for all work including any violations or any uncompleted work.
  - C. General contractors and subcontractors must be registered with the Building Department and are required to be bonded, insured and registered with R.I.T.A.
  - D. As the permit holder you are responsible to obtain the necessary approval of all the Committees, Boards or Associations that may have restrictions on the work covered by this permit and assume full responsibility for any lack of approval.
  - E. The permit holder shall be responsible to immediately notify the Building Department as to any changes to the approved permit (i.e. plans, contractor or subcontractors).
  - F. For purpose of reviewing, approving or disapproving this application and or request the applicant hereby agrees, consents and grants right of entry to the above described premises to the necessary and appropriate City representatives.
  - G. Use of unregistered or unlicensed contractors or subcontractor are cause for refusal or revocation of this application and permit and may result in work stoppage, court citations or both.
  - H. **I know the location of my property lines. The accessory structures will be placed on my property, maintaining the appropriate setbacks and side yards.**

By signing below, I understand all of the above statements (A through H) and that any misrepresentation of data, facts or violations of the Ordinances of the City of Broadview Heights, the State of Ohio Board of Standards, the Building, Mechanical, Plumbing and Residential Codes of Ohio.

\_\_\_\_\_  
Applicant's Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

**NO WORK IS ALLOWED TO BE STARTED UNTIL A PERMIT IS ISSUED. YOU CAN NOT START WORKING BEFORE THE PERMIT IS APPROVED, PAID FOR AND IS ISSUED.**

# Water Heater/Furnace/Air Conditioning/Generator Continued

## Instructions and Additional Information

The application and form must be typed or clearly written in blue or black ink. If an application is submitted and is not complete or missing information it can delay processing of the application.

Please provide a copy of the contract, product material information for roofs, windows, doors and siding

All fees must be paid for a permit to be issued. Fees can be paid by cash, check or credit card (\$0.50 minimum charge & 3.5% service charge). Cash and credit cards are only accepted in person.

Commercial Projects require a \$200.00 Plan Examination Fee.

You may obtain the specific requirements for the projects in the Code of Ordinances of Broadview Heights on the City's Website: [www.broadview-heights.org](http://www.broadview-heights.org).

All applications are available on the City's Web site [www.broadview-heights.org](http://www.broadview-heights.org) under the Building Department section.

Sufficient copies of the drawings must be submitted with the application.

A 24-hour inspection notice is required call 440-526-6864 between 8:30 a.m. and 4:00pm to schedule an inspection. **A final inspection is required for all permits.**

§ 1448.09 All construction requiring and authorized by a building permit **shall be fully completed**, inspected and certified as being in conformance with all applicable provisions of the Building and Housing Code **within 12 months of the date of the issuance of the building permit.**