



**Homeowner Project Permit**

Property must be owner occupied to qualify

Inspection line: 614.334.2466

(call by 2pm for next business day inspection)

This form must be NOTARIZED

Building Division, 3800 Municipal Way, Hilliard, OH 43026 614.334.2557

To qualify for the Homeowner Project Permit, the homeowner must perform all work without the use of a contractor to an owner-occupied single family residential property. Homeowner Projects are limited to the listing below. The City of Hilliard issues the Homeowner Project Permit at no charge and required Inspections are also included at no charge. The notarized Homeowners Statement is required to obtain this no charge permit. The Building Division provides Notary service at no charge.

Owner's Address \_\_\_\_\_

Lot # / Subdivision: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Phone: \_\_\_\_\_

**Each of the following items require a separate permit application:**

CHECK ITEM	TYPE OF PERMIT	FILE & COUNT AS	ATTACHMENTS (see chart)	OTHER SPECIFICATIONS	INSPECTIONS (see chart)	Routing
	Electrical	ELEC	a	Specify sft: _____	6&7	⚡
	Structures ≤ 200 sft	MISC	a,b,c	over 200 sft requires Bldg Permit	1, 3, 4, 5& 7	⌘
	Fence	MISC	a,b,h	Finished side faces out.	1 & 7	⌘
	Basement Finish	BLDG	a,b,c	Specify sft: _____	1, 3, 4, 5& 7	⌘
	HVAC	HVAC	a	Specify sft: _____	6&7	X
	Deck ≤ 200 sft - no overhead structure	DECK	a,b,c	specify deck height: _____	1, 3, 4 & 7	⌘
	Siding	MISC	a	NA	none	X
	Roofing	MISC	a	Pictures in lieu of inspections accepted	1 & 6	☒
	Private Driveway Expansion	MISC	a,b,c	Expansion: width or length	1 & 2	⌘
	Approach	MISC	a,b,c,g	if exact replacement a&g only	1,2 & 9	⌘
	Gas Line permit	MISC	a,c	NA	1,6 & 8	X
	City Sidewalk	MISC	a & g	exact replacement only	1,2 & 9	⌘
	Private Sidewalk	MISC	a,b,c	Only required if 30" above grade	1 & 2	⌘
	Private Driveway other	MISC	a,b,c	Only required if 30" above grade	1 & 2	⌘
	Remodel - Alteration	BLDG	a,b,c	Specify sft: _____	1, 3, 4, 5& 7	⌘

REQUIRED ATTACHMENTS (match to chart above)	
a	this Permit Application
b	Surveyor's Plot Plan. 3 copies (show/draw placement) 1 for fence
c	Proposed drawing to scale. 3 copies (include Elec & HVAC)
d	Zoning Application
e	Property Addresses w/I 200 ft (see FC Auditors site)
f	Letter specifying dates of use, size of unit & placement.
g	Right-of-Way Permit (Engineering Division)
h	Indicate fence height, type & spacing between slats here:

REQUIRED INSPECTIONS (match to chart above)	
1	Plan Review
2	Pre-Pour Inspection
3	Footer Inspection (before filling)
4	Framing Inspection
5	Mechanical Inspections (HVAC, Elec. permitted separately)
6	Rough Install Inspection
7	Final Inspection
8	Pressure Test
9	Right-of-Way permit through Engineering required

**HOMEOWNERS STATEMENT**

By signing this statement, I attest that I, \_\_\_\_\_, am the owner and occupant of \_\_\_\_\_.

\_\_\_\_\_ I am performing all work for the above listed permit with my own hands and will not use the services of any contractor, in whole or in part. I understand that I am responsible for the construction and inspection of all improvements. If such improvements are found to be defective, I am responsible for the cost of any repairs or replacements necessary to bring the improvements into code compliance with the City of Hilliard. I understand that if I use the services of any contractor, in whole or in part, my permit shall be revoked and proper permits shall be pulled at cost plus penalty fee pursuant to Code Section 190 / Ord. 08-35.

\_\_\_\_\_

property owner's signature & date  
(identification required- sign in the presence of Notary)

\_\_\_\_\_

signature of Notary & date  
NOTARY STAMP REQUIRED

**Note: conditions of approval if item check below**

Fences are required to be 6" above grade at the center of any drainage swale.

Contact Ohio Utilities Protection Service (800-362-2764) to have utilities marked prior to construction.

effective date: 07.01.2017 Hilliard Resolution 16-R-44

please e-mail jamicon@hilliardohio.gov if you have questions.

⌘ Route to: In-House / City Planner / ENG

⌘ Route to: Code Enforcement

⌘ Route to: ENG for ROW sign-off

☒ Send letter

⚡ Adjust Toole worksheet

**Permit granted by:** (becomes permit with valid signature)

\_\_\_\_\_

Authorized Signature / City of Hilliard Date

**Permit # assigned:** \_\_\_\_\_

**OFFICE REQUIRES NULL RECEIPT**

**Inspection Line: 614.334.2466**

Target Date: \_\_\_\_\_