



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:

Table with 7 columns: CHECK ITEM, TYPE OF PERMIT, FILE & COUNT AS, ATTACHMENTS (see chart), OTHER SPECIFICATIONS, INSPECTIONS (see chart), Routing. Rows include Electrical, Structures <= 200 sft, Fence, Basement Finish, HVAC, Deck <= 200 sft - no overhead structure, Siding, Roofing, Private Driveway Expansion, Approach, Gas Line permit, City Sidewalk, Private Sidewalk, Private Driveway other, Remodel - Alteration.

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 _____' Specific slat width _____"
Indicate fence type _____ space between the slats _____"

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 seperately)
6 Rough Install Inspection
7 Final Inspection
8 Pressure Test
9 Right-of-Way permit through Engineering required

Possible fence types: Privacy (PR), Board on Board (BB), Shadow Box (SB), Pickett (PT), Split Rail (SR), Wrot Iron Sytle (W)

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.

Hilliard Resolution 16-R-44 effective date: 07.01.2017

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

Target Date: []

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