



SPRINGBORO

BUILDING PERMIT APPLICATION

320 W. Central Ave.
Springboro, Ohio 45066
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(937) 748-6860 FX
build@cityofspringboro.com

- 1 ☐ Residential (construction documents and site plan in pdf format required)
☐ Commercial (construction documents and site plan in pdf format required)

ADDRESS: _____

LOT NO: _____ PARCEL ID: _____

- 2 PROJECT DESCRIPTION: _____

☐-NEW BUILDING ☐-ADDITION ☐-ALTERATION/REMODEL ☐-ACC. STRUCTURE ☐-DECK

SWIMMING POOL: ☐-ABOVE GROUND* ☐-IN-GROUND* ☐-STORABLE

COST: _____ SQUARE FOOTAGE/AFFECTED AREA: _____

PROPERTY IN FLOODPLAIN? ☐-YES† ☐-NO

*All above ground and in-ground swimming pools require an additional electrical permit.

†Floodplain permit required.

PERMIT TYPE: (a separate application is required for each discipline and/or address)

- 3 ☐-BUILDING ☐-ELECTRICAL ☐-HVAC‡ ☐-GAS
☐-FIRE SUPPRESSION ☐-FIRE ALARM ☐-COMMERCIAL KITCHEN HOOD/SUPPRESSION

‡All new gas furnace installations require an additional gas permit. A gas permit is not required for replacements.

4	PLEASE PRINT	Name	Address	Phone Number & Email <small>*BOTH REQUIRED TO PROCESS APPLICATION*</small>
	Property Owner			
	Occupant/Tenant			
	Contractor			
	Designer/ Plans By			

- 5 I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her agent. *In addition, the applicant agrees to provide access to all the approved construction documents for each inspection by one of the following methods: 1) a printed copy or 2) an electronic copy on a laptop computer or tablet. An electronic copy on a smart phone is not acceptable.*

Applicant's Name (Please print): _____ Email: _____

Applicant's Signature: _____ Date: _____

OFFICE USE ONLY

ZONING APPROVAL: _____ DATE: _____

BUILDING APPROVAL: _____ DATE: _____