

APPLICATION FOR BUILDING PERMIT  
THE VILLAGE OF  
**CROOKSVILLE**

98 S. BUCKEYE ST  
CROOKSVILLE, OH 43731

PERMIT NUMBER \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

LOCATION OF THE PROPOSED STRUCTURE, TOGETHER WITH A COPY OF THE DEED FOR THE LAND ON WHICH THE STRUCTURE IS TO BE LOCATED: \_\_\_\_\_

PREPARED PLANS, OR A DETAILED WRITTEN DESCRIPTION OF PROPOSED STRUCTURE: \_\_\_\_\_

MATERIAL THE STRUCTURE IS TO BE COMPOSED OF: \_\_\_\_\_

SERVICES THE STRUCTURE WILL REQUIRE: \_\_\_\_\_

IS THE PROPOSED STRUCTURE A NEW OR ADDITION TO AN EXISTING STRUCTURE: \_\_\_\_\_

ESTIMATED COST OF THE PROPOSED STRUCTURE: \_\_\_\_\_

IS THE STRUCTURE TO BE BUILT BY THE APPLICANT OR BY CONTRACTOR: \_\_\_\_\_

IS THE STRUCTURE IN THE FLOOD PLAIN? \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**APPROVED:**

MAYOR: \_\_\_\_\_ ADMINISTRATOR: \_\_\_\_\_

COUNCIL MEMBER: \_\_\_\_\_

\*PERMIT TO STAND AS A PAID IN FULL RECEIPT

## Village of Crooksville

### Building Permit Application Requirements

- Building Permits are approved by the Village Council at their regular meetings on the first and third Monday of each month.
- Building Permits are required for our water, sewer and street personnel to locate Village utilities on your property.
- The property owner is responsible to contact O.U.P.S. (Ohio Utility Protection Service) two (2) working days prior to **any** digging. They can be contacted at 1-800-362-2764.
- Any plumbing requirements must have a County Plumbing Permit **before** the Building Permit will be issued. The Perry County Health Department number is 740-342-5179. Ask for the Plumbing Department.
- Submit a **detailed** site plan showing the relationship of new construction to property lines. See “Site Plan Instructions” below.
- If you are using a contractor, the Site Plan must include the name, address and phone number of the contractor.
- No construction will be permitted within 10’ of any septic tank or lateral line to the Village’s sewage disposal system. The Village has a “construction easement” to operate and maintain the sewage system on all properties.
- The Village does not regulate the placement and location of fences; this is a private civil matter to be resolved between the respective property owners.
- Please be as detailed as possible to avoid any delay in the approval process.

#### Site Plan Instructions

1. Draw street(s) with north arrow referencing northern direction.
2. Draw property lines with dimensions.
3. Draw proposed and existing buildings showing any attached porch(es), deck(s), carport(s), or garage(s), etc.
4. Show distances of buildings from property lines or other structures.
5. Show location of Village septic tank and discharge line.

**BUILDING PERMIT CHECKLIST**

- Completed application
- Copy of property deed
- Detailed drawing of work to be completed
- Resident must allow 2 business days for work orders to be completed
- \$25.00 fee due following Council's approval, at which time a permit sign/number will be issued