



DIVISION OF BUILDING & INSPECTION  
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[INSPECTION@MAUMEE.ORG](mailto:INSPECTION@MAUMEE.ORG)

PROJECT JURISDICTION:  
 City of Maumee  
 Village of Holland

## APPLICATION FOR RESIDENTIAL PLAN APPROVAL

RCO 105.1 & 107.2

**1 DESCRIPTION OF THE EXTENT OF WORK INCLUDED FOR APPROVAL: (RCO 107.2.1)**

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**2 PROJECT LOCATION: (RCO 107.2.2)**

Legal description \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

• Is this project/building located in a flood plain?  Yes  No  
• Has flood plain administrator been contacted for requirements?  Yes  No

**3 OWNER INFORMATION: (RCO 107.2.4)**

Name of Owner \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone Number \_\_\_\_\_ E-Mail \_\_\_\_\_

**4 APPLICANT/CONTRACTOR INFORMATION: (Owner or Owner's authorized agent) (RCO 107.2.4)**

Applicant \_\_\_\_\_ Attention: \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone Number \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

**5 EVIDENCE OF RESPONSIBILITY: (RCO 106.2)**

(Required residential construction documents, when submitted for review as required under RCO section 107, shall bear the identification of the person primarily responsible for their preparation. Ohio Revised Code Section 3791.04 (A)(2)(b) permits construction documents for any residential building to be prepared by persons other than a registered architect or engineer; unless per Ohio Revised Code Section 3791.04(A)(2)(c), the proposed work involves technical design analysis. The building official may rely on the placement of a "seal" on the documents as evidence that the registered architect or engineer performed the technical analysis.)

Document Preparer Name: \_\_\_\_\_ Title/Company: \_\_\_\_\_  
Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**6 CONSTRUCTION DOCUMENTS REQUIREMENTS:**  
(Refer to RCO 106.1-3 (1-9) for specific construction document requirements)

**Time limitation of Application: (RCO 107.2.1)** The approval of construction documents under this section is a "license" and the failure to approve such construction documents as submitted within thirty days after filing or the disapproval of such construction documents is an "adjudication order denying the issuance of a license" requiring the opportunity for an "adjudication hearing" as provided by sections 119.07 to 119.13 of the Revised Code and as modified by sections 3781.031 and 3781.19 of the Revised Code. In accordance with section 109, an adjudication order denying the issuance of a license shall specify the reasons for such denial.

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**CERTIFICATION: (RCO 107.2.5)**

I certify that I am the:  Owner  Owner's Authorized Agent

All information contained in this application is true, accurate, and complete to the best of my knowledge. All official correspondence in connection with this application should be sent to my attention at the address shown above and copied to the Owner.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

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**ESTIMATED COST OF PROJECT:** \$ \_\_\_\_\_

**SQ. FOOTAGE:** 1ST FL \_\_\_\_\_ 2ND FL \_\_\_\_\_ BASEMENT \_\_\_\_\_

GARAGE \_\_\_\_\_ PORCH \_\_\_\_\_ OTHER: \_\_\_\_\_

**TOTAL SQ. FOOTAGE:** \_\_\_\_\_

|                                      | <b>FEES</b>                                  | <b>COST</b>        |
|--------------------------------------|--|--------------------|
| BUILDING                             | Base Rate: \$75.00<br>Sq. Ft. _____ x \$0.20 | = _____<br>= _____ |
| FIREPLACE                            | \$100.00                                     | = _____            |
| DECK                                 | Base Rate: \$75.00<br>Sq. Ft. _____ x \$0.20 | = _____<br>= _____ |
| ROOF ONLY                            | \$75.00                                      | = _____            |
| SIDING ONLY                          | \$75.00                                      | = _____            |
| FOUNDATION ONLY                      | \$150.00                                     | = _____            |
| MINOR WORK**                         | \$100.00                                     | = _____            |
| CERTIFICATE OF OCCUPANCY/COMPLETION  | \$50.00                                      | = _____            |
|                                      | SUB-TOTAL                                    | = _____            |
|                                      | <b>State of Ohio 1% Surcharge (REQUIRED)</b> | = + _____          |
| ZONING (MAUMEE HISTORICAL AREA ONLY) | \$100.00                                     | = + _____          |
|                                      | BALANCE DUE \$                               | _____              |

9/2023 PERMIT FEES ARE NOT TRANSFERABLE OR REFUNDABLE

**\*\*Minor repairs for which permit is not required:**

- a. Window & door replacement as long as no change in opening size or location.
- b. Interior remodeling with no change to structure or floor plan.
- c. Replacement of plaster or drywall if no change in structure or mechanics.
- d. Painting or wall papering
- e. Replacement or repair of exterior trim, soffits, or fascia.
- f. Concrete patio without roof or walls.