



ACCESSORY STRUCTURE PERMIT & ZONING CERTIFICATE APPLICATION

(includes sheds over 200 sq. ft.)

132 North Elmwood Avenue
Phone: 330-722-9030
www.medinaoh.org
permits@medinaoh.org

Permit Number _____

Date of Application _____

GENERAL	Property Location _____ Lot # _____ PPN: _____ TCOV <input type="checkbox"/> Historic District <input type="checkbox"/> Estimated cost (omit cents) \$ _____ Scope of Work _____ _____				
CONTACT INFORMATION	Contractor/Applicant Contractor _____ Registration # _____ Address _____ City _____ State _____ Zip _____ Phone _____ Email _____ Property Owner Name _____ Address _____ City _____ State _____ Zip _____ Phone _____ Email _____				
PROJECT INFORMATION	Type of improvement: New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Type of Use: Single Family <input type="checkbox"/> Duplex <input type="checkbox"/> Multi-family <input type="checkbox"/> #Units _____ Commercial <input type="checkbox"/> Size _____ x _____ Height _____ <p>* If constructing, please include 2 sets of drawings / plans, and materials list.</p> <p>** If pre-fab: please include spec sheet, drawings, picture, or brochure of accessory building.</p>				
SIGNATURE & SUBMITTAL	<p><i>The owner or agent of the owner of this building and undersigned, do hereby covenant and agree to comply with all laws of the State of Ohio, Codified Ordinances of the City of Medina pertaining to the performance of work for which this permit is issued, and in accordance with the approved plans, specifications or manufacturer's instructions submitted herewith, and certify that the information and statements given on this application, drawings and specifications are to the best of their knowledge, true and correct. Undersigned accepts responsibility for requesting all required inspections in a timely manner.</i></p> Application By: _____ Date _____ <p style="text-align: center;"><i>Signature of owner, contractor, or authorized agent</i></p> Print name of Applicant: _____				
OFFICIAL USE	<div style="text-align: right;">Fee \$ _____</div> Signature _____ Date _____ <p style="text-align: center;"><i>Zoning Official</i></p> Signature _____ Date _____ <p style="text-align: center;"><i>Building Official</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">HVAC Permit # & Fee (if applicable)</td> <td style="width: 25%;">Elect Permit # & Fee (if applicable)</td> <td style="width: 25%;">Plumb Permit # & Fee (if applicable)</td> <td style="width: 25%;">Planning Application # (if applicable)</td> </tr> </table>	HVAC Permit # & Fee (if applicable)	Elect Permit # & Fee (if applicable)	Plumb Permit # & Fee (if applicable)	Planning Application # (if applicable)
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Submittal Requirements

All applications shall be accompanied by two (2) sets of drawings/plans, including accessory structure size and peak height, a site plan with setbacks marked, and a scope of work. If constructing, please include a list of materials being used. If a pre-fab structure, please include spec sheet, drawings, picture, or brochure of accessory structure.

The searchable Medina County Auditor's Website at <http://gm.medinaco.org/> is a good resource to create a site map.

Site map – please mark the location of shed and setbacks – the distance of the accessory structure from the house, sides and rear of your property

