

Amherst Building Department  
480 Park Avenue  
Amherst, Ohio 44001  
440-988-3734

To: Commercial Development  
Subject: Plan Review, Permit Application & Engineering Fees

New construction or additions require Planning Commission and Zoning Board of Appeals approval prior to plan review. Contact Kaye Browning, Planning and Zoning secretary for paperwork, fees and meeting schedules.

New construction requires 4 sets of construction plans, plumbing, HVAC, electric, site plan and topo may be combined and "As Builts" placed on a CD. Attached are the required info needed on the "As Builts". Once approved, one set must be kept on site. Any changes or addendums must be submitted for approval. Interior renovations require 3 sets of construction plans, plumbing, HVAC, electric.

Sprinkler systems, fire alarm systems and hood suppression systems must be approved. Plumbing, HVAC and electrical permits are separate and must be applied for by the respective contractors. A 3% assessment will be added to all permit fees.

**Engineering fees given by the Building Department are estimated. Any engineering fees above the estimation are the responsibility of the contractor and will be billed accordingly.**

All contractors must be registered in the City of Amherst. Effective 9/17/2001, all heating, ventilating, air conditioning, refrigeration, electrical, plumbing and Hydronics Contractors who engage in commercial construction must have a state issued license.

According to the Amherst Codified Ordinances (1303.05c) and the Ohio Basic Building Code Administration (4101:2-1-27c) a change in occupancy requires that the building shall not be occupied until an inspection has been conducted and any violations that may exist have been corrected. Payment is due prior to inspection and is part of the permit fee.

Please complete the attached forms and contractor's list. We ask that you try to schedule your inspections 24 hours in advance.

**Tap-in fees are not part of your building permit and must be paid at the Amherst Utilities Office located at 480 Park Avenue, downstairs. Please contact them at 440-988-4224 for all fee amounts.**

FAILURE TO COMPLY - \$300.00 PER OCCURRENCE (Ord. 1341.99)  
Commercial development 03312006

