

GENERAL CONSTRUCTION PERMIT APPLICATION

REVISED 2026

PROPERTY INFORMATION: (The Actual Location Where Construction Will Take Place)			
Property Owner: _____			
Address: _____		City / State / Zip: _____	
Parcel Number (Required): _____		Lot #: _____	Village of Elida YES / No
Zoning: _____		Total Acreage: _____	

STAFF REVIEW:	
Permit No. _____	
Application No. _____	
Approved / Denied _____	
Zoning Inspector _____	
Decision Date: _____	
Received Date: _____	Refer to BZA: Y / N

APPLICANT INFORMATION:			
Name: _____			
Address: _____			
City: _____	State: _____	Zip: _____	
Phone: _____	Email: _____		

CONTRACTOR INFORMATION:			
Name: _____			
Address: _____			
City: _____	State: _____	Zip: _____	
Phone: _____	Email: _____		

Documents Submitted for Review:	
<input type="checkbox"/>	Application
<input type="checkbox"/>	Fee
<input type="checkbox"/>	Site Plan
<input type="checkbox"/>	Appeal Date (If Applicable): _____

LOT INFORMATION:		
Lot Width Is: _____ (FRONTAGE)	Lot Length is: _____ Feet in Length	Lot is _____ Total Square Feet
Lot is how many acres in size is your lot ? _____	Lot Neighborhood: (7 Oaks, Lural Oaks, Sherwood, etc.) _____	
Part of H.O.A? _____	Is any portion of the lot in a Floodplain, Flood Hazard Area, or Located in a Riparian Corridor? YES or NO	

GENERAL CONSTRUCTION INFORMATION:
What are you constructing (Commonly Called) ? _____
Type of Construction: ___ Residential New Building Construction ___ Residential Addition ___ Residential Structural Replacement ___ Commercial New Building Construction ___ Commercial Addition ___ Commercial Structural Replacement ___ Industrial New Building Construction ___ Industrial Addition ___ Industrial Structural Replacement ___ Car Port ___ Solar Energy System ___ 2-3-4 Multi Family Condominium / Apartment Unit ___ Wind Turbine ___ Communication Tower ___ Other: _____
Specific Use of the Structure will be: _____

BUILDING SET BACK DISTANCES REQUIRED:
Building Setback Distances: 1. From Center of Street / Roadway to Front of Structure is _____ Feet in Distance. 2. From Rear Property Line to Rear Side of Structure is _____ Feet in Distance. 3. From Left Property Line to Left Side of Structure is _____ Feet in Distance. 4. From Right Property Line to Right Side of Structure is _____ Feet in Distance.
• NOTE- CHECK AMERICAN TOWNSHIP UPDATED FEBRUARY 2026 ZONING RESOLUTION UPDATE, FOR UPDATED SETBACK CHANGES AND LOT SIZE REQUIREMENTS.

Building Height from Ground to Roof Peak: _____ Feet	Building Width: _____ Feet	Building Length: _____ Feet	Type Foundation: _____
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BUILDING / STRUCTURE SIZE, DIMENTIONS, AND SQUARE FOOTAGE REQUIREMENTS:
First Floor Total Square Feet: _____ Second Floor Total Square Feet: _____ Third Floor Total Square Feet: _____ Basement Total Square Feet: _____ Garage Total Square Feet: _____ Attic / Bonus Room Total Square Feet: _____ Covered Porches / Breezeway Total Square Feet: _____ TOTAL COMBINED SF: _____

Is a Private Well Being Utilized? _____	Is a Well or Leach Bed Being Utilized? _____	Has Approval Been Granted by Local Health Board? YES / NO
Any Ground Disturbance Over One-1 Acre, Applicant is <u>Required to Submit Copy of SWP3</u> Permit With Application (February 2026)		
Construction Cost for Project: \$ _____ Actual or Estimate Construction Cost Must Be Submitted		

SEE PAGE 2 FOR ADDITIONAL INFORMATION

As Applicant, Owner, Contractor – I hereby certify that the information contained in this application as well as all related documentation is correct, and accurate to best of my ability and all the permit application information conforms American Township Zoning Regulations. (Signature Required)

APPLICANT SIGNATURE: _____ DATE: _____

OWNER SIGNATURE: _____ DATE: _____

E-MAIL ADDRESS: _____ PHONE: _____

REQUIRED DOCUMENTATION
APPLICATIONS CAN BE DELAYED DUE TO LACK OF REQUIRED INFORMATION

PERMIT APPLICATION & APPLICATION FEE SUBMITTAL:

- Submit 1 copy of the General Construction Permit Application. Permit fees are to be paid at time of submission of application or unless other arrangements have been made.
- Fee rate is available on-line at American Township.Com / Code Enforcement

SITE PLAN DRAWING REQUIRED:

- Site Area Drawing Is REQUIRED. Indicate N-North with Arrow.
- Submit one (1) copy of a site drawing.
 - Show drawing of your parcel; to include location of all streets from front or side and rear (if applicable).
 - Show all property lines from front, side and rear areas.
 - Show all EXISTING construction building(s) - indicate length, width, and height of structure, and square footage total.
 - Show all driveways, sidewalks, parking areas, and location of any existing structures on the property. This includes all pole barns, shed, swimming pools, ponds, fences, signs, etc. on the property.
 - Show all PROPOSED construction building(s) on the lot.
 - Show all set back distances from all property lines to the location of the structure.
 - Example – From Center of the Street (NOT CURB EDGE) to front most portion of the structure (indicate amount of feet distance).
 - From rear property line to the rear most portion of structure (indicate amount in feet distance).
 - From each side of property line to the side of the structure (indicate amount in feet).
 - Show any and all easement areas and length / width shown. (Routinely alongside of side property lines and rear of property line)
- Submit One-1 copy rendering of the proposed structure, showing all views, doors, windows, downspouts, material.
 - Ensure the drawing of proposed structure shows length, width and height of the structure in feet. Height is determined from common ground to very top roof peak, not ground to top wall height.
 - Submit One-1 copy of Construction Plans, to include FOUNDATION PLAN, FIRST FLOOR LAYOUT PLAN, SECOND FLOOR LAYOUT PLAN (IF APPLICABLE), ATTIC / BONUS ROOM-LAYOUT PLAN (IF APPLICABLE), ALL GARAGES, MOTHER IN LAW SUITES, POOL HOUSES, AS WELL AS ANY SIDEWALKS, LIGHTING, LANDSCAPE.
 - Ensure all mounding, and earthen works are shown with elevations and contours (1 foot elevation to 3 foot spread). Commercial and Industrial Plans with parking areas, must show proposed layout, distances from property lines, drainage systems, amount of spaces as required in zoning regulations, handicap parking and any loading and unloading areas. Commercial and Industrial Dumpsters require fencing or wall barrier on at least 3 sides to hide view from adjoining property owners.
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- **Right Of Revocation** - It is understood and agreed by this applicant that any error, misstatement, misrepresentation of material fact, with or without intent, such as might and/or would case a refusal of this application, or any material alteration in the accompanying plans made subsequent to the issuance of a Zoning Certificate without approval of the Zoning Inspector or Zoning Board of Appeals, shall constitute sufficient grounds for the revocation of such certificate. The applicant further agrees to allow the Zoning Inspector access to the property for on-site inspection(s).
- **Tracking of Mud & Debris Upon Roadway Prohibited** - The applicant agrees to abide by the Ohio Revised Code Sections §5589.08, §5589.10, and §5589.22 in that No dirt or mud is permitted on the road right-of-way during construction and that any repair costs for damage to the roadway or parts thereof will be paid by the applicant.

1. Insure your application is completed in its entirety. Incomplete applications or applications missing information **WILL NOT BE PROCESSED** - Parcel Numbers #36-XXXX-XX-XXX. XXX, and Lot # can be obtained from the Allen County Auditor's Web Site.
2. Applications are reviewed on a case-by-case basis, and per American Township Zoning Resolution, the Zoning Inspector has a maximum of 30 days to render a decision on applications filed for review. Missing information will result in a delay in approving your application.
3. Notice and Right to Appeal the Decision of the Zoning Inspector. If the application for construction is denied, the property owner has the right to appeal this administrative decision within **TWENTY-20 DAYS ONLY** from the date the decision was rendered by the Zoning Inspector. Relief from this action can be sought by a variance to the zoning resolution or administrative appeal. In both cases, the appellant has 20- days to file a variance or appeal to the Board of Zoning Appeals. You may still appeal or file for a variance after that date, however it will be noted as untimely filed. Appeals, variances and timeliness of appeals are addressed in the Ohio Revised Code.
4. Construction must be conducted within one year of being issued. After one year, a new permit will be required to be issued. Permit fee will be ½ of the original cost of first permit issued.
5. **CONSTRUCTION WITHOUT A PERMIT** issued from American Township is a violation of American Township Zoning Resolution, and subject to \$500.00 per day civil administrative fine imposed upon property owner.
6. Any change in construction size, location, design or other significant design alteration shall be subject to stop work order / cease and desist order. An administrative fine of \$ 500.00 shall be initiated and every day the violation continues to exist shall be subject to an administrative fine being imposed upon property owner, for violation of American Township Zoning Resolution (519.99 ORC).
7. All applications must be sent electronically to American Township Zoning Inspector. Fees are to be paid by means of cash, check or money order made out to **AMERICAN TOWNSHIP**. Address is American Township Administration Building, c/o Zoning Department, 102 Pioneer Road, Elida, Ohio 45807.
8. All previous applications are **VOID** and only application revised after 04/2026 will be accepted. Old applications submitted **WILL NOT** be considered and new applications must be utilized for consideration.