



Zoning Permit Application

City of Portsmouth, Engineering Department
728 2nd Street, Room 25, Portsmouth, OH 45662
Phone: 740-354-7557 Fax: 740-354-5383

PROPERTY INFORMATION

Address: _____

Parcel #: _____

Current Use Group: _____

Proposed Use Group: _____ (See back for details)

RESIDENTIAL	NON-RESIDENTIAL
<input type="checkbox"/> New Building	<input type="checkbox"/> New Business Use
<input type="checkbox"/> Addition/Alteration	<input type="checkbox"/> Accessory Structure
<input type="checkbox"/> Home Occupation	<input type="checkbox"/> New Building
<input type="checkbox"/> Accessory Structure	<input type="checkbox"/> Signage
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____

Description of proposed use (dwelling, driveway, new business etc.): _____

PROPERTY OWNER

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

APPLICANT INFORMATION

Applicant Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

BUSINESS INFORMATION (IF APPLICABLE)

Business Name: _____

Contact Name: _____

Contact Phone: _____

Contact Email: _____

I hereby certify that all information in this application is true and complete to the best of my knowledge. I consent to allow the Building Official to conduct a minimum life safety inspection to confirm existing conditions of the structure.

Note: Only the property owner, architect, or other authorized agent should sign this application.

Signature of Applicant

Date

INFORMATIONAL USE ONLY

Ohio Building Code Section 302: Building Use and Occupancy Classification

302.1 General

Structures or portions of structures shall be classified with respect to occupancy in one or more of the groups listed in this section. A room or space that is intended to be occupied at different times for different purposes shall comply with all of the requirements that are applicable to each of the purposes for which the room or space will be occupied. Structures with multiple occupancies or uses shall comply with [Section 508](#). Where a structure is proposed for a purpose that is not specifically provided for in this code, such structure shall be classified in the group that the occupancy most nearly resembles, according to the fire safety and relative hazard involved.

1. Assembly (see [Section 303](#)): Groups A-1, A-2, A-3, A-4 and A-5.
2. Business (see [Section 304](#)): Group B.
3. Educational (see [Section 305](#)): Group E.
4. Factory and Industrial (see [Section 306](#)): Groups F-1 and F-2.
5. High Hazard (see [Section 307](#)): Groups H-1, H-2, H-3, H-4 and H-5.
6. Institutional (see [Section 308](#)): Groups I-1, I-2, I-3 and I-4.
7. Mercantile (see [Section 309](#)): Group M.
8. Residential (see [Section 310](#)): Groups R-1, R-2, R-3 and R-4.
9. Storage (see [Section 311](#)): Groups S-1 and S-2.
10. Utility and Miscellaneous (see [Section 312](#)): Group U.

For Office Use Only

Reviewed By: _____ **Date:** _____ **Permit #:** _____

Zone: _____

Approved? Yes No

If No, Explain why: _____

Required Permits (check all that apply)

Building (Includes C of O) Demolition Right-of-Way Sign Floodplain Development

Required Application (check all that apply)

Design & Review Board Planning Commission Zoning Board of Appeals