

SYCAMORE TOWNSHIP PERMIT APPLICATION REQUIREMENTS

**APPLICATION WITH PROPERTY OWNER'S SIGNATURE REQUIRED FOR ALL OF THE FOLLOWING:

**INSPECTIONS REQUIRED FOR FOUNDATION, PIERS, FINAL, SIGNS

APPLICATION TYPE	PLANS REQUIRED	NUMBER OF SETS
Commercial Applications		
New Commercial Building Commercial Addition	ISR Worksheet	1
	Full set of construction documents including mechanical and sprinkler drawings as required.	8 (1 set for Zoning, 1 set for Fire Department, 6 sets returned to applicant to submit to Hamilton County)
	CD of construction documents in pdf format	1
Interior Finish/Alterations Accessory Use Structure (including solar panels) (120 sq. ft. and over)	Full set of construction documents including mechanical and sprinkler drawings as required.	8 (1 set for Zoning, 1 set for Fire Department, 6 sets returned to applicant to submit to Hamilton County)
	CD of construction documents in pdf format	1
Accessory Use Structure (under 120 sq. ft.)	Site Plan Elevation Floor Plan	2
Façade Renovations	Site Plan Elevation Signage Plan (if applicable)	7 (1 set for Zoning, 6 sets returned to applicant to submit to Hamilton County)
Tenant Change (no interior changes)	Site Plan	8 (1 set for Zoning, 1 set for Fire Department, 6 sets returned to applicant to submit to Hamilton County)
	Floor Plan	
	Letter of Intent	1
New Sign	Site Plan Sign Details Elevation Foundation Plan (if applicable)	4 (1 set for Zoning, 3 sets returned to applicant to submit to Hamilton County)
Sign Face Change	Site Plan Before/After Elevations	4 (1 set for Zoning, 3 sets returned to applicant to submit to Hamilton County)
Temporary Sign	Site Plan Sign Elevation	2
Temporary Tents (Under 200 sq. ft. closed sides) (Under 700 Sq. ft. open sides)	Site Plan	3 (1 set for Zoning, 1 set to Fire Department, 1 set returned to applicant)
	Tent Details	
	Letter of Intent	1
Temporary Tents (200 sq. ft. and over closed sides) (700 sq. ft. and over open sides)	Site Plan	6 (1 set for Zoning, 1 set to Fire Department, 4 sets returned to applicant to submit to Hamilton County)
	Tent Details	
		Letter of Intent
Parking Lot	Site Plan	7 (1 set for Zoning, 6 sets returned to applicant to submit to Hamilton County)
	Parking Stall Details	
		ISR Worksheet
Fence/Mech. Screening	Site Plan Fence/Screening Details	2
Retaining Wall/Dumpster Enclosure	Site Plan Wall Details	4 (1 set for Zoning, 3 sets returned to applicant to submit to Hamilton County)