

SUBMITTAL INSTRUCTIONS

- Complete the application form in its entirety. Include the signature of both applicant and the owner.
- Prepare the submittal documents necessary to support the application.
- Submit a completed application, application fee, and all necessary supporting documents to:
City of Piqua Development Office
201 W Water Street
Piqua, OH 45356
- Applications may also be submitted via email. Please email to the **below addresses:**

Chad Henry – chenry@piquaoh.gov
Emily McCulla – emcculla@piquaoh.gov

FAQ

How long will it be until I receive notification?

The review timeframe is typically 3-5 business days; however, it may vary based on the complexity of the project. The applicant will be notified by phone call when the application has been approved and the permit has been issued, or if additional information is required.

Will the permit expire?

The permit will expire six months from the date of approval.

What is the next step?

Additional permits may be required for work in the Right of Way or from Miami County Building Department and the Miami County Health Department. If you have any questions, a staff member in the Development Department is available to assist you Monday through Friday from 8:00 a.m. to 5:00 p.m.

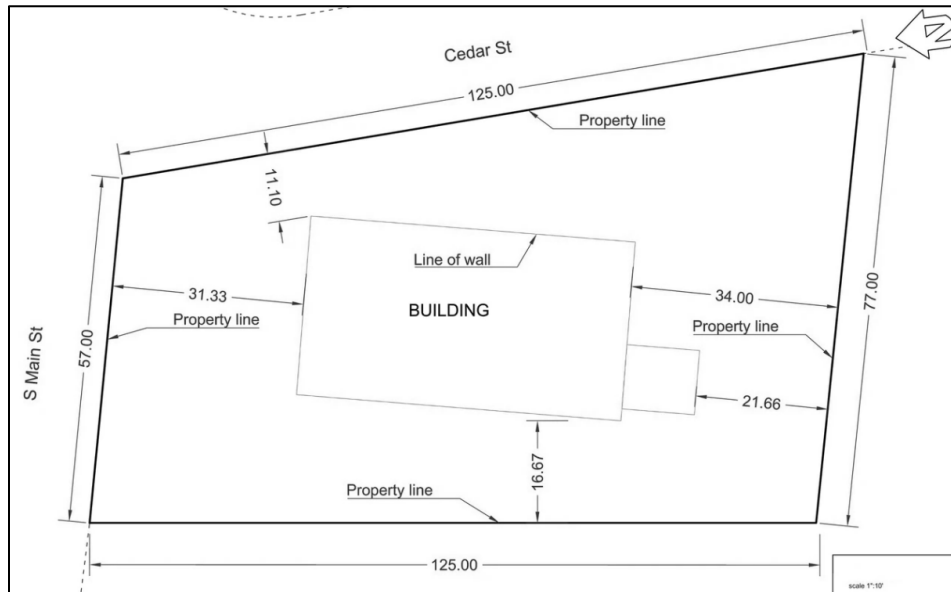
INSPECTION PROCESS

Who do I call to inspect?

Upon the completion of the entire scope of the changes or work described by the application and construction documents, the applicant should call the inspector(s) listed on the signed permit. The Final Zoning inspection will be conducted once all other inspections are passed and complete. The final inspection will verify the appropriateness and completeness of the changes or work. Upon finding the changes or work to be appropriate and completed in accordance with the application, construction documents, a Certificate of Compliance will be issued by the enforcing official and mailed to the applicant.

CONTACT INFORMATION			
Development/Planning and Zoning/Contractor Registration	(937) 778-2049	Miami County Building/Electrical/Mechanical	(937) 440-8121
Engineering	(937) 778-2044	Water Distribution	(937) 778-2090
Miami County Health/Plumbing	(937) 573-3500	Sanitary Sewer/Storm Sewer/Stormwater Management	(937) 778-2018
Electrical Distribution	(937) 778-2077	Fire Prevention	(937) 778-2013

SITE PLAN



123 Main Street

All site plans submitted must be drawn to scale, marked with a North arrow, and include all relevant measurements and information as required by the City Planner. The example above is the minimum level of detail and information needed for site plan submission where basic work is being performed.

Many permit types require application documents sourced from professional surveyors, engineers, or architects. Applicants will be contacted if a reviewing department has requested additional information.