

Utility Office
99 N. Howard St.
Sabina, Ohio 45169
937-584-4323



Building Permit Packet

- Pg. 1 - Building Permit Application
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Things to note:

- This application is necessary whenever a new permanent structure/addition is being built, including fences.
- Application must be reviewed and approved prior to any construction taking place.
- Council meetings are held on the 2nd and 4th Thursday of each month at 7pm.
- Applications must be received by the end of business on the Monday prior to the council meeting.
 - If it is after that time, the application will be reviewed at the next council meeting.
- Guidelines referenced in this application refer to the following ordinances:
 - Ordinance #: 2015-11
 - Ordinance #: 2019-20
- *Approved building permits are valid for one year from the date your fee is paid.*

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Building Permit Application

Date: _____ Expiration Date: _____

(One year from date fee is paid)

To the Mayor of the Village of Sabina,

The undersigned hereby makes application for a permit to erect a: _____

(Type of structure/Explanation)

Feet in Width: _____ Feet in Length: _____ Feet in Height: _____

Address: _____

Subdivision Name: _____

Contractor: _____ Estimated Cost: _____

Company: _____

Applicant Name: _____ **Applicant Signature:** _____

Telephone number: _____

Permit #: _____ **Issue Date:** _____ **Fee Paid: \$** _____

Fiscal Officer Signature

Mayor Signature

Council Signatures:

1). _____ 2). _____

3). _____ 4). _____

5). _____ 6). _____

Upon receiving the permit, please review all the information that is enclosed in the packet. It is of utmost importance that you understand all the guidelines for building a permanent structure. All the parts of this permit must be completed before Utility Services will be granted.

If you have any questions, please contact our office at the number listed above.

Description Drawing of Structure

In the space provided below, please sketch the anticipated structure. Please include property lines, position &

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footage information.

- Per Ordinance #2019-20:
 - The “post side” of the fence must be facing the installing party’s property.
 - No fences containing barbed wire, razor wire, spikes, nails or other sharp materials.
 - Fences may not exceed 6 feet in height.
- All structures, including fences, must be 4 feet minimum from the property line.
- Regarding sidewalks, the following stipulations apply:
 - To be no less than 5 feet in width and 4 inches thick.
 - To have a minimum of 2 inches of edging around all exposed surfaces.
 - All sidewalks and ramps to be concrete, no asphalt to be used.
 - We recommend the use of mesh reinforcement within the sidewalk.
 - Provide broom finish to all exposed surfaces.

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Utility Service Verification Application

Top portion for applicants only - when a new build requires utility service connections.

Date: _____ Expiration Date: _____

(See Permit Application)

Applicant Name: _____

The above individual has applied for a building permit for construction at the following address:

_____.

Contact number for applicant: _____

Office Use Only

Departmental Supervisor Verification

This site meets the Utility Department's requirements to provide utility service connections to the above-mentioned address.

Water Department Supervisor: _____ Date: _____

Wastewater Dept. Supervisor: _____ Date: _____

Utility Department Supervisor*: _____ Date: _____

**Note: This signed statement will assure the Utility Department Supervisor that permission has been granted to issue utility services for this property upon payment of tap fees.*

Remarks: _____

Executive Authorization Verification

This letter is to notify the above-mentioned owner(s) of this property that on _____ (date) the Village of Sabina council voted to grant a building permit.

Mayor, Village of Sabina: _____ Date: _____

Village Administrator: _____ Date: _____

Fiscal Officer: _____ Date: _____

A copy of this will be kept on record at the Utility Office, please contact them for prices on tap fees.

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Application and Agreement for Water/Sewer Service

Application Date: _____ Deposit (Renters Only): \$100_____

Transferred: _____ If "yes" from whom: _____

Applicant Name: _____ Owner or Renter: _____

Social Security Number: _____

Billing Address: _____

Agreement: *I, the undersigned, hereby make this application to the Sabina Utility Department for water/sewer service. I agree to pay for such service at the regularly published rates and in accordance with rules and regulations, all as approved by The Village of Sabina Council. I agree to use such services for my own purposes and agree not to sell/donate any part of it or permit it to be used for other purposes. I agree that duly authorized agents and employees of said Sabina Utilities Department shall have access to my premises at all reasonable hours for the purpose of installation/removal of meter, inspection of equipment, and reading usage amounts for billing purposes. I further agree to hold the Sabina Utilities Department harmless from any claims, real or alleged, for loss/damage to property or persons arising out of the delivery of services beyond the point of metering. I agree to give said Sabina Utilities Department notice when I cease to occupy said premises and I desire said service discontinued. In the event of its failure on my part to comply with the terms and conditions of this agreement, I agree that Sabina Utilities Department or its representative may discontinue services hereunder without further notice to me. I also agree that said Sabina Utilities Department or its representative may discontinue service hereunder if this account falls 45 days past due and/or falls under Ordinance 2003-6 (Ordinance Pertaining to the Enforcement and Collection of Water Bills). Such discontinuance will not constitute a waiver of any claims against me for prior services rendered hereunder by the Village of Sabina.*

Phone Number: _____ Renters Signature: _____

Upon failure of the within named applicant to pay all water and sewer charges incurred at, or upon, the premises above described, I agree upon notice (Pursuant to the Revised Code) to pay named Sabina Utility Billing Department for said charges. Such charges not paid within 60 days from the date shall constitute delinquent charges and the Village of Sabina shall certify to the County Auditor all unpaid delinquent charges for collection as allowed by law in the same manner as other taxes and assessments.

Phone Number: _____ Owners Signature: _____

Owners Address: _____

Approved by: - Utility Department Supervisor: _____

- Village Administrator: _____

APPLICATIONS MUST BE RECEIVED WITH DEPOSIT WITHIN ONE (1) WEEK OF DATE TO AVOID ININTERUPTION OF SERVICES. THESE SERVICES MAY BE DISCONTINUED WITHOUT WARNING, IF THIS APPLICATION IS NOT RECEIVED IN OUR OFFICE WITHIN ONE WEEK OF SIGN OFF.