

# OBTAINING A PERMIT *with the City of Worthington*

## Examples of Work

New Building, Addition, Remodel, Alteration, Accessory Structure, Deck, Electrical/Fire Alarm, HVAC, Plumbing, Fire Protection, Fire Suppression, Change in Use.

*If you're unsure if your project requires a permit, call our office for more details.*

### Permit Process

1. Apply
2. Plan Review
3. Permit Issuance
4. Inspections
5. Changes in the Work
6. Final Inspections

### What to include

- Completed application
- 2 copies of construction documents
  - 3 if fire protection or suppression
- If resubmitting, fill out the resubmittal form and submit 2 copies of revised plans.

### Other things you need to know

- The City of Worthington reviews plans on a 'blanket' permit system. Rather than issuing permits for individual work types, it all gets reviewed under the same permit. Check with staff to see if a permit has already been issued for your job.
- Worthington does not register or license contractors.
- Plan review time can vary based on the volume of submittals received at that time but typically, it is 1-2 weeks.
- Fees are due at the time of pick up of the permit,
- Your project may require additional approvals such as a variance from the Board of Zoning Appeals or Certificate of Appropriateness.