



INSTRUCTIONS

1. Please complete the following application and mail to City of Youngstown Planning and Zoning Dept., Youngstown City Hall, 26 S. Phelps St. 4th Floor, Youngstown, OH 44503.
2. Please also include a permit application fee (via check, cash, or money order) in the amount of **\$25.00** and made payable to the City of Youngstown.
3. Attach a site plan of your proposed commercial alteration.

****YOUR APPLICATION WILL BE REJECTED IF YOU DO NOT INCLUDE PAYMENT AND DRAWING****

APPLICANT INFORMATION

Date of Application	
Name of Applicant	
Mailing Address	
Phone Number	
Email Address	

PROPERTY OWNER INFORMATION

Owner Name	
Mailing Address	
Phone Number	
Email Address	

DESCRIPTION OF ALTERATION

Parcel ID	
Address (if Available)	
Desired Timeline for Project	
Description of Project:	

SIGNATURE

The undersigned hereby certifies that the information contained in this application is true and accurate; that he or she consents to agents of the City entering the premises for inspection and verification of information submitted; and, if a permit is issued, to verify conformance to requirements and conditions of issuance.

Signature of Applicant: _____

Date: _____

CITY OFFICE USE ONLY

Date Processed:	Design Legal <input type="checkbox"/> Yes <input type="checkbox"/> No	Fee: \$25.00
Staff Initials:	Setback Legal <input type="checkbox"/> Yes <input type="checkbox"/> No	Fee Paid <input type="checkbox"/> Yes <input type="checkbox"/> No
DR/HDR/FPR: <input type="checkbox"/> Yes <input type="checkbox"/> No	Materials Legal <input type="checkbox"/> Yes <input type="checkbox"/> No	Receipt #
Status of Permit: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Other	By:	
Reason for Denial (If Applicable):		