



# CITY OF TOLEDO

Department of Inspection  
Division of Building Inspection

One Government Center, Suite 1600 • Toledo, OH 43604 • Phone (419) 245-1220 • Fax (419) 245-1329 • www.toledo.oh.gov

## Permanent Encroachment Application

This application must be signed by the OWNER of the property. The application must be accompanied by:

1. A detailed, dimensioned site drawing showing the location of the requested encroachment.
2. Other drawings necessary to describe the encroachment
3. \$100 application fee. Checks may be made payable to City of Toledo.

Submit the completed application, supporting documents and payment to Division of Building Inspection. Requests for a permanent encroachment will be reviewed by the Division of Transportation and any other City Divisions that may be affected by the proposed encroachment to determine the impact of the proposed encroachment on those City facilities under their jurisdiction. Legislation will be prepared and forwarded to City Council for consideration. Passage of the legislation holds the city harmless and the owner must maintain adequate insurance to protect the City's interest.

\_\_\_\_\_  
Property Address of the Encroachment

\_\_\_\_\_  
Property's Tax Parcel No.

\_\_\_\_\_  
Legal Description of the Property

\_\_\_\_\_  
Location of the encroachment:

Describe encroachment request and reason for the request here, or by separate letter. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Owner Information	Applicant Information
Owner's Name	Applicant's Name
Owner's Address	Applicant's Address
Owner's City, State, Zip	Applicant's City, State, Zip
Owner's Telephone No.	Applicant's Telephone No.
Owner's Fax No.	Applicant's Fax No.
Owner's Email Address	Applicant's Email Address

\_\_\_\_\_  
Owner's Signature Date

\_\_\_\_\_  
Applicant's Signature Date