

**Norwalk Codified Ordinance Section 181.081**  
**CONSTRUCTION AFFIDAVIT**

- (a) Upon the issuance of a zoning permit pursuant to Chapter 1133, the owner, architect, or general contractor shall file with the Finance Department the completed Construction Affidavit.
- (b) The Construction Affidavit shall set forth the following information:
- (1) The name, address, and telephone number of the owner;
  - (2) The name, address, and telephone number of the architect, if any;
  - (3) The name, address, telephone number, and taxpayer/employer identification number of the general contractor, if any;
  - (4) The name, address, telephone number, and taxpayer/employer identification number of each sub-contractor, if any;
  - (5) A statement that there is no architect, general contractor, or sub-contractor associated with the project, if applicable; and
  - (6) An estimated time period for completion of the project.
- (c) The Construction Affidavit shall be submitted under the oath or penalty of perjury.
- (d) Any changes in the facts set forth in the Construction Affidavit subsequent to its submission including, but not limited to changes in/or addition of architects, contractors, or sub-contractors, shall require the immediate submission of an updated Construction Affidavit reflecting such changes.
- (e) No work shall commence on any project for which a zoning permit has been issued pursuant to Chapter 1133 until such time as the Construction Affidavit has been completed and submitted to the Finance Department. In the event of changes that require submission of an updated Construction Affidavit pursuant to Section 181.081(d), no work shall continue on any such project until such time as the updated Construction Affidavit has been submitted to the Finance Department.
- (f) No person shall submit false or misleading statements or information on the Construction Affidavit or updated Construction Affidavit or file an incomplete, false, or misleading Construction Affidavit or updated Construction Affidavit. No person or entity shall fail to file the Construction Affidavit or updated Construction Affidavit required by the Section.
- (g) Any person violating any provision of the Section shall be guilty of a misdemeanor of the second degree. Each day's violation of sub-section (d) shall constitute a separate offense.

Mitch Loughton  
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**CITY OF NORWALK, OHIO  
DEPARTMENT OF PUBLIC WORKS**

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**CONSTRUCTION AFFIDAVIT FORM**

(1) *Owner Information*

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

(2) *Architect Information*

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

(3) *General Contractor Information* (Attach additional sheets if necessary)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Taxpayer/Employer Identification Number: \_\_\_\_\_

(4) *Sub-contractor Information* (Attach additional sheets if necessary)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Taxpayer/Employer Identification Number: \_\_\_\_\_

(5) Check the box if applicable:

There is no architect, general contractor, or sub-contractor associated with the project.

(6) An estimated time period for completion of the project is: \_\_\_\_\_

I have read and understand the provisions of Norwalk Codified Ordinance Section 181.081. The Construction Affidavit shall be submitted under the oath or penalty of perjury.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date