

# The Village of Hartville

202 WEST MAPLE  
PO BOX 760  
HARTVILLE, OHIO 44632-0760  
(330) 877-9222

June 5, 2007

**RE: Procedures for Permit Applications**

The following must be completed when applicants are applying for permits;

1. All information must be completed in all blanks when asked for;
2. Description section must be filled out completely;
3. A neat drawing must be attached to the application.

Missing information that is needed for approval of permit will not be approved and will be returned to applicant causing a delay of any type of construction.

Zoning Inspector

**PLEASE NOTE: VILLAGE OFFICE HOURS ARE MONDAY THRU FRIDAY 8:00 A.M. TO 5:00 P.M.  
WITH THE EXCEPTION OF THURSDAYS 8:00 A.M. TO NOON.**

## ZONING PERMIT PROCEDURE

**A ZONING PERMIT NEEDS TO BE ISSUED FOR A NEW HOME, TWINPLEX, DUPLEX, STORAGE SHED, DECK, GARAGE ADDITION, ROOM ADDITION, FENCE, ABOVE GROUND POOL AND IN-GROUND POOL. (OUTSIDE STRUCTURES ONLY)**

**THE FEE FOR THIS PERMIT IS AS FOLLOWS:**

<b><u>ZONING PERMITS:</u></b>		
Single family (per dwelling unit)	\$ 75.00	\$0.06 per S/F outside dimensions
Two & Three family (per dwelling unit)	\$ 80.00	\$0.06 per S/F outside dimensions
Residential Additions and Alterations to existing structures including <u>Attached</u> and <u>Detached</u> garages and decks	\$ 35.00	\$0.06 per S/F outside dimensions
Accessory buildings: including Sheds and Playhouses		
Up to 100 sq. ft.	No Fee	
101 to 200 sq. ft.	\$35.00	\$0.06 per S/F outside dimensions
Swimming pools (In-ground or above ground).	\$50.00	
New Business Permit	\$ 75.00	
Relocation within Village	\$ 25.00	
New/Expansion Construction	\$75.00	\$0.06 per S/F outside dimensions
**Plan review	\$200.00	
Zoning Map	\$ 5.00	
Zoning Ordinance	\$ 15.00	
Fence and Tent Permits:	\$50.00	
Replacement Fences (no height changes)	No Fee	
Mobile Food Vending Permit	\$100.00	
Permits not listed: (e.g. Chicken House)	\$50.00	
Renewal Fee	\$25.00	
Subdivisions:		
Preliminary plan, application, review	\$200.00	\$5.00/lot
Final plat	\$200.00	10.00/lot

## SIGN PERMIT INFORMATION

**Costs are as follows:**

<b>50 sq. ft. or less</b>	<b>\$ 50.00</b>	<b>Sandwich/menu Boards</b>	<b>\$25.00</b>
<b>50 to 99 sq. ft</b>	<b>\$ 85.00</b>	<b>Subdivision sign (perm)</b>	<b>\$40.00</b>
<b>100 sq. ft. or over</b>	<b>\$150.00</b>		
<b>Off-remises sign</b>	<b>\$200.00</b>		
<b>Home occupation sign</b>	<b>\$ 25.00</b>		

Any change needs a sign permit – whether using an existing sign for another company (painted over or old frame used for new) portable or new. The permit is for that location only (can't be moved to another location without another permit).

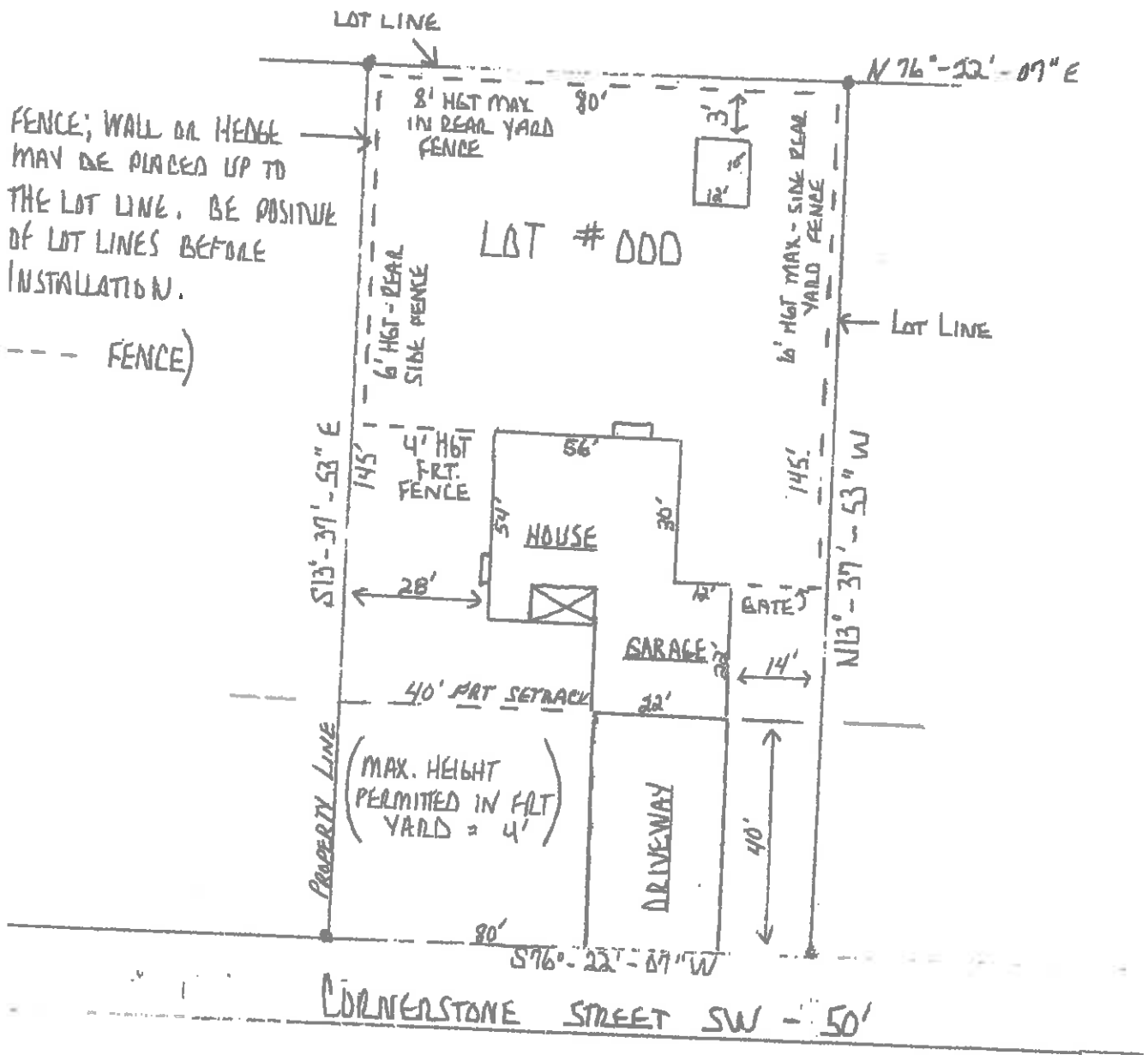
Two (2) drawings of the sign are needed – one showing the positioning on the property and one (1) of the side view of the sign with wording, indicating if it's on a building, pole, temporary or ground.

# SAMPLE SITE PLAN



NOTE: FENCE, WALL OR HEDGE  
MAY BE PLACED UP TO  
THE LOT LINE. BE POSITIVE  
OF LOT LINES BEFORE  
INSTALLATION.

(--- FENCE)



ZONING PERMIT REQUIRED  
WITH SITE PLAN

Contractor/Subcontractor Registration Application:

All contractors/subcontractors must submit an application for contractor registration.

Initial Application: \$60.00

Annual Renewal: \$40.00 (if registered the previous year)

The following must be returned with the application for approval: Certificate of Liability (\$1,000,000.00) listing the Village of Hartville as the Certificate Holder, along with the Surety Bond (\$10,000.00).

All paperwork will be submitted to the: Village of Hartville  
202 W. Maple Street  
Hartville, Ohio 44632

Please note that the Village Office hours are Monday, Tuesday, Wednesday, and Fridays 8 a.m. to 5:00 p.m. with the exceptions of Thursday, the office is opened from 8 a.m. to Noon.

VILLAGE OF HARTVILLE  
202 W. MAPLE STREET, P.O. BOX 760  
HARTVILLE, OH 44632  
330-877-9222 FAX 330-877-9778  
[www.hartvilleoh.com](http://www.hartvilleoh.com)

**CONTRACTOR/SUBCONTRACTOR REGISTRATION APPLICATION**

Date \_\_\_\_\_

New Registration (\$60.00)       Renewal (\$40.00 - If registered the previous year)

Name \_\_\_\_\_ Phone \_\_\_\_\_

Company Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

FED ID or SSN \_\_\_\_\_

TYPE OF REGISTRATION:

General - Please circle (Excavation, Foundation, Masonry, Insulation, Roofing, Drywall, Siding, Landscaping, Painting, Carpentry, Other \_\_\_\_\_)       HVAC       Electrical       Sewer

Address of Project location: \_\_\_\_\_

INSURANCE INFORMATION:

Insurance Company & Agent \_\_\_\_\_

Insurance Co. Address \_\_\_\_\_ Phone \_\_\_\_\_

Expiration Date of Policy \_\_\_\_\_

**Note: A current copy of Liability Insurance (\$1,000,000) naming the Village of Hartville additional insured, Surety Bond (\$10,000), and State License, (if applicable), must be submitted and kept on file in the Building Department of the Village of Hartville, or registration is void. (This is the responsibility of the Contractor.)**

Do you have subcontractors?  Yes       No (If yes, each subcontractor must complete a Contractor Registration Form.)

Will your company be withholding local income tax from all employees on the job?  Yes       No  
(All Businesses are required to submit copies of IRS Forms 1099-MISC to Hartville Income Tax Department within 3 ½ months after the end of the tax year.)

Please list your subcontractor information on the following page.

The Village of Hartville is an equal opportunity provider.

**STORM WATER RUN-OFF APPROVAL**  
By Village Engineer  
**Sanitary Hookup Approval**  
By Board of Public Affairs  
**Lateral Installation Inspection**  
By Sewer Inspector

**VILLAGE OF HARTVILLE, OHIO**  
**ZONING DEPARTMENT**  
**APPLICATION FOR**  
**ZONING PERMIT**

Zoning permit No. \_\_\_\_\_

Date Issued \_\_\_\_\_

**SANITARY DISCHARGE APPROVAL**  
**BY BOARD OF PUBLIC AFFAIRS**

Date: \_\_\_\_\_

A scale plan must be submitted with this application showing the size and location of the Lot, the dimensions and location of the proposed building or structure on the lot and the dimensions and location of existing buildings or structures on the lot.

Name of Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Owner of Premises \_\_\_\_\_ Address \_\_\_\_\_

Application is hereby made to: (Description of Work) \_\_\_\_\_

To be used for (Indicate purpose, number of units or offices, etc.) \_\_\_\_\_

On premises located at \_\_\_\_\_

**DESCRIPTION**

(1) Size of lot: \_\_\_\_\_ feet wide \_\_\_\_\_ feet deep

(2) Size of building or structure: Floor area \_\_\_\_\_

Maximum: Width \_\_\_\_\_ ft. Depth \_\_\_\_\_ ft.

Height: Stories: \_\_\_\_\_; feet \_\_\_\_\_

(3) Location on Property:

**Proposed Yards**

FRONT \_\_\_\_\_ ft. from Property Line to Building or Structure.

SIDE \_\_\_\_\_ ft. from Property Line to Building or Structure.

SIDE \_\_\_\_\_ ft. from Property Line to Building or Structure.

REAR \_\_\_\_\_ ft. from Property Line to Building or Structure.

(4) Character of Construction \_\_\_\_\_ (Brick, Frame)

(5) Estimated Cost of Work \$ \_\_\_\_\_

(6) Present use of Land, Existing Buildings or Structures on Lot: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

Please note any additional information on separate sheet and attach to this form.

**CERTIFICATION OF ZONING INSPECTOR'S EXAMINATION**

I have examined the foregoing application, plans and information, found them not / to conform with the zoning requirements and grant / refuse them a Zoning Permit.

By \_\_\_\_\_ Date \_\_\_\_\_