

**CONTRACTOR FEE NEW \$50.00 RENEWAL \$25.00**

**BUILDING INSPECTION FEES**

1. Fees to be collected for permits for Building Permits as follows:

(a) **Single Family** new construction – two full sets of plans prepared by a professional:  
\$50.00 plus \$5.00 per 100 sq. ft. x 1%  
Plan review fee: \$75.00

**Two & Three Family** new construction – two full sets of plans prepared by a professional:  
\$75.00 plus \$5.00 per 100 sq. ft. x 1%  
Plan review fee: \$75.00

(b) **Additions, Alterations & detached garages**  
\$50.00 plus \$5.00 per 100 sq. ft. x 1%  
Plan review fee: \$25.00

(c) **Decks, roofs, siding and pools** Example:  
1,800 ~ 100 x \$5.00 = \$93.00 + \$50.00  
\$50.00 x 1%

(d) **Accessory Buildings – Non Foundation**  
\$25.00 plus \$5.00 per 100 sq. ft. with minimum of \$25.00 x 1%

(e) **Demolition Fee**  
\$25.00 Residential x 1%  
Fire Dept. must be notified  
**NOTE: make sure that sewer disconnection form is filled out.**

(f) **Reinspections**  
\$25.00 per inspection

2. All **Contractors are to fill out a Contractor Registration Application**, which requires a \$10,000 Bond and \$1,000,000 Certificate of Liability.

**One (1) permit for the whole twinplex. Separate permits on electrical and heating.**

**4 – Units** - Go to Stark County

**Pump & Lift Stations** - Go to Stark County

**Commercial Building** - Go to Stark County

**No Permits** for fences or patios.

**Sheds** - Needs permit and a final inspection on finished product.

**VILLAGE OF HARTVILLE**  
**RESIDENTIAL BUILDING DEPARTMENT**  
Office 330-877-9222 Fax 330-877-9778

This is a brief overview of what you will need. However, before proceeding with final plans, it is always recommended that you consult with Village employees to ensure all requirements have been addressed.

1. Complete Zoning Permit and Contractor Registration Application.
2. Two sets of your building plans ¼" scale. One copy will be returned to you after approval from the Building Official and one is kept on file here at the Village office.
3. Building Application – must include:
  - a. Contractor's name, address and phone number.
  - b. Square footage and cost of project.
  - c. Address of property including lot number.
4. Completed MEC (Model Energy Code) or Energy Trade off Worksheet.
5. Plans examining may take up to 30 days for approval.

Permit **not** required for the following minor repairs:

1. Window and door replacement providing no change is made in the opening size or location.
2. Replacement of plaster/drywall, or interior remodeling with no change to structural floor plans.
4. Concrete patios without roof or walls.
5. Roofing - providing no change is made in the structure of the roof.
6. Fences

**BUILDING SITE INSPECTIONS**

Residential construction in Hartville Village is subject to the following "minimum" inspections:

- **UNDERGROUND ELECTRICAL:** Underground electrical inspections required before covering up.
- **FOOTER INSPECTION:** On Pole barns, decks & replacement porches (min. depth from bottom of footer to grade is 36")
- **FOUNDATION INSPECTION:** After foundation has been constructed and coated, drainage tiles in place, **BUT** before backfilling.
- **ROUGH ELECTRICAL AND PLUMBING INSPECTION:** After completion of electrical rough-in, plumbing drainage rough-in, **BUT** prior to covering any wiring or pipes.
- **ROUGH BUILDING AND HEATING INSPECTION:** After rough Electrical and Plumbing have been approved and framing complete, **BUT** prior to insulation, drywall, paneling, ceiling, etc. is applied.
- **INSULATION INSPECTION:** Made after rough Building is approved. All insulation which will be covered, shall be installed with appropriate vapor barriers; air infiltration shall be complete.
- **FINAL ELECTRICAL AND PLUMBING INSPECTION:** Made after completing the installation of the heating system and in firing condition, and all electrical devices, cover plates and/or fixtures, **BUT** prior to final building inspection.
- **FINAL BUILDING AND HEATING INSPECTION:** Made after completion of construction, with gutters, splash blocks, handrails, attic access panels, vapor barriers, etc. in place, **BUT** prior to occupancy.

**APPLICATION for BUILDING PERMIT**  
**Village of Hartville**  
**Building Inspection Department**  
**202 W. Maple Street**  
**Hartville, OH 44632**  
**330-877-9222**

FEE \$ \_\_\_\_\_ DATE \_\_\_\_\_ 20 \_\_\_\_\_

Application is hereby made to ERECT  REMODEL  : a \_\_\_\_\_

In compliance with accompanying plans for the building located at:

Street: \_\_\_\_\_ Hartville, Ohio

Zoning Permit No. \_\_\_\_\_ Sanitary Permit No. \_\_\_\_\_ Estimated Cost \$ \_\_\_\_\_

BUILDING SIZE: Frontage \_\_\_\_\_ Depth \_\_\_\_\_ Height \_\_\_\_\_

LIVING AREA: First Floor \_\_\_\_\_

Second Floor \_\_\_\_\_

Other \_\_\_\_\_

TOTAL LIVING AREA: \_\_\_\_\_

TYPE CONSTR: Frame \_\_\_\_\_ Brick \_\_\_\_\_ Brick Veneer \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Contr's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Owner's Phone: \_\_\_\_\_ Contr's Phone: \_\_\_\_\_

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

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Foundation Inspection: Date: \_\_\_\_\_ Final Inspection: Date \_\_\_\_\_

Inspector: \_\_\_\_\_ Inspector: \_\_\_\_\_

Remarks: \_\_\_\_\_ Remarks: \_\_\_\_\_

Rough Inspection: Date: \_\_\_\_\_

Inspector: \_\_\_\_\_

Remarks: \_\_\_\_\_

Additional or Re-Inspections: \_\_\_\_\_

Inspector's Notes: \_\_\_\_\_

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 REGISTRATION APPLICATION

Date \_\_\_\_\_

Permit # \_\_\_\_\_

New Registration (\$50.00)  Renewal (\$25.00)

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)       **HVAC**       **Electrical**       **Sewer**

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, Contractor License 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.

**SUBCONTRACTOR INFORMATION**  
**(Please complete and return with permit application)**

Name: \_\_\_\_\_ FID/S.S.# \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number \_\_\_\_\_

\_\_\_\_\_ Trade \_\_\_\_\_

Name: \_\_\_\_\_ FID/S.S.# \_\_\_\_\_

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