

# The Village of Hartville

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

## SHED / GARAGE PERMITS

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

1. A Zoning Permit must be pulled first. Once approved (usually 3 to 5 days), then proceed with the Building Permit, Heating and Electrical if needed.
2. Two sets of your building plans, plot plans and specs ( two (2) hand drawn prints accepted on sheds only ). One copy will be returned to you after approval from the Chief Building Official and one is kept in a permanent file at the office.
3. Indicate any structures on the plot plan, including house, pool, deck, fence, proposed shed, etc. also show how far from the lot lines you intend to place the shed. A shed shall be distant at least six (6) feet from alley lines and from any separate structure on lot, and at least three (3) feet from lot lines of adjoining lots.
4. Size of shed and construction value.
5. Contractor name, address and phone number. **All contractors must be registered with the Village of Hartville.**
6. After submission of Building Permit, it normally takes 3 – 4 days for the Chief Building Official to approve the plans. You will be contacted when the permit is ready and it can be picked up and paid for during normal business hours.
7. The permit fees are:

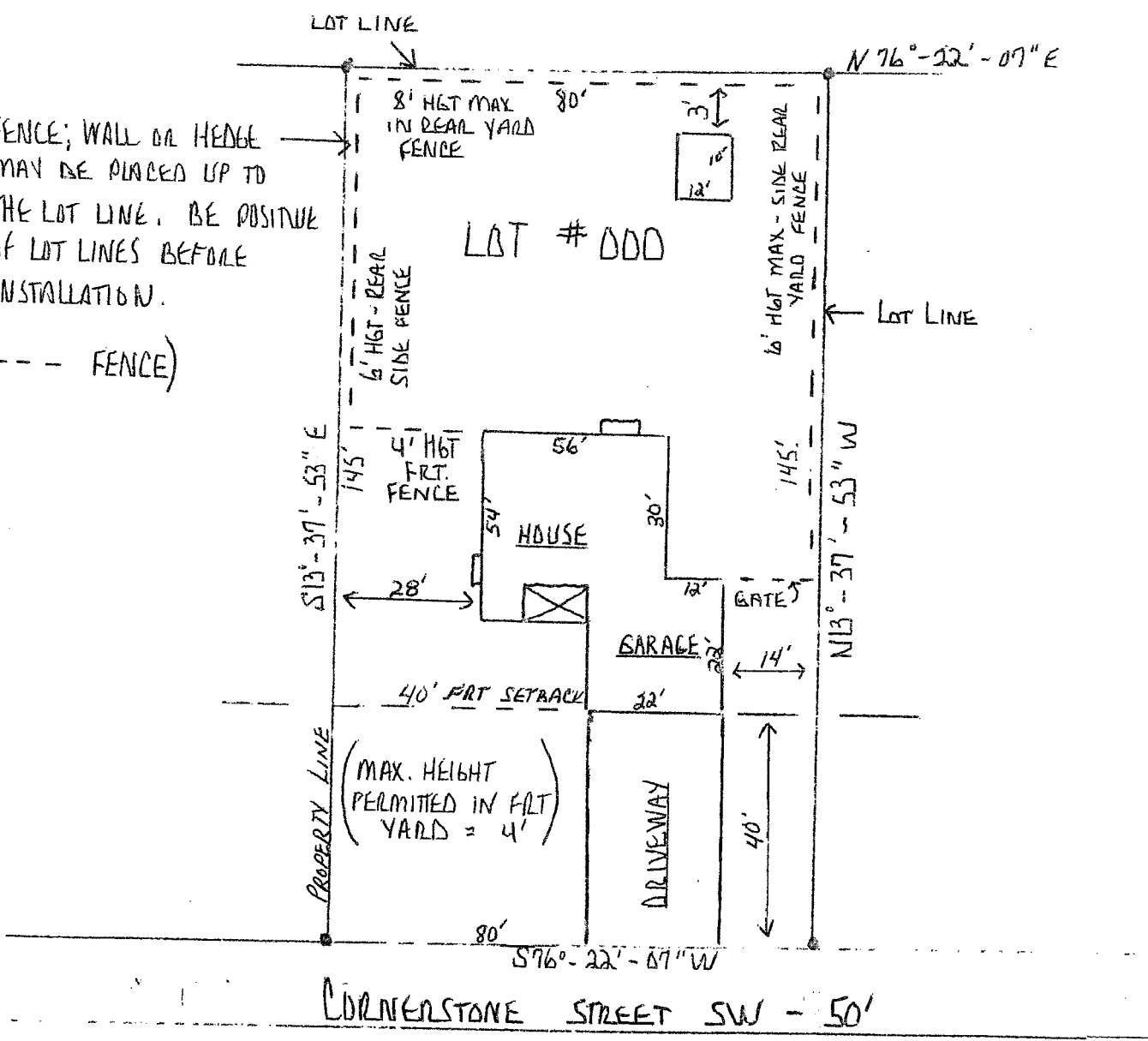
Zoning Fee:	=	\$	30.00
Plus fee per 100 sq. foot	=	\$	1.00
Building Base fee	=	\$	25.00
Plus fee per 100 sq. foot	=	\$	5.00
State of Ohio 1%	=	\$	

# 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

**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 \_\_\_\_\_