



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	=	\$	50.00
Plus fee per 100 sq. foot	=	\$	5.00
Plan Review	=	\$	25.00
State of Ohio 1%	=	\$	

NOTE: The Village of Hartville's office hours are as follows: Monday thru Friday 8:00 a.m. to 5:00 p.m. with the exception of Thursdays 8:00 a.m. to Noon.

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 _____