

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

**APPLICATION PROCEDURES:**

ALL CONTRACTORS MUST BE REGISTERED WITH THE VILLAGE OF HARTVILLE BEFORE ANY PERMITS CAN BE ISSUED.

This is a brief overview of what you will need to make an application for a building permit:

1. Complete Zoning Permit and Contractor Registration Application.
2. Two (2) sets of 11 x 17 plans (1/8" scale) which will include a site plan showing the property address, location of existing house and proposed location of structure. Indicate the distance of the structure from the rear and side property lines, as well as the measurements of the structure.

One (1) set of plans will be returned to you once they have been reviewed.

**Please include utility connections, existing and proposed grading, driveways, downspouts connections, storm structures and ditches.**

3. Building Application must include the square footage and cost of the project.
4. **New Homes – Must submit a completed MEC (Model Energy Code) or Energy Trade off Worksheet.** Located at [www.hartvilleoh.com](http://www.hartvilleoh.com) / forms and permits / Building Department Forms / Residential Ohio Energy Code Requirements

**FEES:** See attached fee schedule

**INSPECTIONS:**

- \* POOL INSPECTION: Above ground and in-ground pools requires just a final inspection.
- \* FOOTER (POSTHOLE) INSPECTION: On pole barns, decks & replacements porches (min. depth from bottom of footer to grade is 38")
- \* FOUNDATION INSPECTION: After the foundation has been constructed and coated, drainage tiles in place, **BUT** before backfilling.
- \* ROUGH BUILDING (HEATING IF NEEDED): Done **AFTER ALL** other rough inspections (plumbing and/or electric) are completed
- \* INSULATION INSPECTION (IF NEEDED): 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 BUILDING INSPECTION (HEATING IF NEEDED): Done **AFTER ALL** other inspections (plumbing and/or electrical) are completed, BUT prior to occupancy.

**BUILDING INSPECTION FEES** –Take the square footage off the “building permit” to determine fees. ( Single family and Two-Three family homes include square footage of garage, deck, porches and **basement – ONLY IF FINISHED**)!

Any permit issued shall automatically expire one year from its issuance, unless work has commenced under the permit.

**FEE SCHEDULE:**

**Single Family –** \$100.00 permit fee plus \$0.10 per sq. ft. x 1% State Fee

**Two-Three Family –** \$100.00 permit fee plus \$0.10 per sq. ft. x 1% State Fee  
**Separate permits for each unit.**

**Plan review fee:** \$75.00      **Each Additional Review:** \$30.00

**Additions, Alterations, Structures & Detached Garages** \$50.00 permit fee plus \$0.10 per sq. ft. x 1% State Fee

**Plan review fee:** \$40.00      **Each Additional Review:** \$30.00

**\*\*\*\*\*TO CALCULATE FEES USE THE EXAMPLE BELOW:**

**\*\*\*EXAMPLE:** Square footage 3400 x \$0.10 = \$340.00 + \$100.00 = \$440.00 x 1% = \$444.40  
Plan review fee added after the 1% \$444.40 + \$75.00 = \$519.40 due

=====

**Decks, Roofs/Re-roofs, Pools** \$50.00 No State Fee is required

**\*\*NOTE – Decks not exceeding 200 sq. ft in area and are not more than 30 inches above grade and ARE NOT ATTACHED to a dwelling and do not service the exit door are not required to pull a permit.**

**Accessory Buildings (Sheds/Pergolas)** No Permit / No State Fee is required  
**non foundation up to 100 sq. ft**  
**(Pergolas only have open slat roofs)**

**Accessory Buildings (Sheds/Pergolas)** \$40.00 No State Fee is required  
**non foundation/foundation 101 sq. ft or more**

**Siding** – NO PERMIT REQUIRED

**Demolition** **\*\*NOTE – make sure they apply for the** \$35.00 No State Fee is required  
**sewer disconnection** form and pay for it

**Reinspections – The Village allows so many inspections to be done.**

**Additional inspections are considered a reinspection.**

**(Footer, Foundation, Rough, Insulation & Final)** \$30.00 No State Fee is required

**\*\*NOTE: No Permits for fences, patios or concrete drives (Road opening only on drives)**

# APPLICATION FOR RESIDENTIAL BUILDING PERMIT

(1, 2, & 3-Family Dwelling Units)

## Village of Hartville Building Department

202 W. Maple Street

Hartville, OH 44632

330-877-9222

[www.hartvilleoh.com](http://www.hartvilleoh.com)

Permit/Plan Exam #: \_\_\_\_\_

Fee \$ \_\_\_\_\_ x 1% = \_\_\_\_\_ (See Attached Fee Schedule) Date \_\_\_\_\_ 20 \_\_\_\_\_

Description of Work (RCO 107.2.1): \_\_\_\_\_

Project Location Address: \_\_\_\_\_, Hartville, Ohio

Estimated Cost of Project: \$ \_\_\_\_\_

Zoning Permit No. \_\_\_\_\_ Sanitary Permit No. \_\_\_\_\_

Area Space: (Round up to nearest 100 sq. ft.)

First Floor \_\_\_\_\_ Second Floor \_\_\_\_\_ Basement (if finished) \_\_\_\_\_

Garage \_\_\_\_\_ Deck/Porch \_\_\_\_\_ Other: \_\_\_\_\_

Total Area Space: \_\_\_\_\_

Type of Improvement: ☐ New Building ☐ Alter/Remodel ☐ Addition ☐ Garage/Pole Bldg. ☐ Roof  
☐ Deck ☐ Accessory Bldg/Shed ☐ Demolition ☐ Other \_\_\_\_\_

Registered Design Professional – If Applicable: (RCO 106.1.1-3, 106.2) Designer: \_\_\_\_\_ Reg./Cert./# \_\_\_\_\_

Property Owner: \_\_\_\_\_ Contractor: \_\_\_\_\_

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

City: \_\_\_\_\_ State/Zip: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Owner's Phone: \_\_\_\_\_ Contractor's Phone: \_\_\_\_\_

Email: \_\_\_\_\_ X \_\_\_\_\_  
Signature of Applicant

Foundation Inspection: Date: \_\_\_\_\_ Insulation Inspection: Date: \_\_\_\_\_

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

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

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

Other Inspection: Date: \_\_\_\_\_

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

Re-Inspections: \_\_\_\_\_

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

Contractor/Subcontractor Registration Application:

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

Initial Application: \$75.00

Annual Renewal: \$50.00 (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, the Village of Hartville will no longer mail out a copy of the license. If you would like to receive a copy, please provide a self-addressed stamped envelope along with your application.

Office hours are Monday, Tuesday, Wednesday, and Fridays 8 a.m. to 4:30 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 (\$75.00)      ☐ Renewal (\$50.00 - if registered the previous year)

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

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

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

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

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 as certificate holder, 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.**

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.

**Village of Hartville Income Tax Department**  
**202 W Maple St      PO Box 760      Hartville OH 44632**  
**Phone: 330-877-9222      Fax: 330-877-9778**

**CONTRACTOR LISTING**

<b>TYPE</b>	<b>SUBCONTRACTOR</b>	<b>FULL ADDRESS</b>	<b>PHONE #</b>
<b>EXCAVATION</b>			
<b>FOUNDATION</b>			
<b>MASONRY</b>			
<b>STRUCTURAL CARPENTRY</b>			
<b>ELECTRICAL</b>			
<b>PLUMBING</b>			
<b>HVAC</b>			
<b>INSULATION</b>			
<b>ROOFING</b>			
<b>DRYWALL</b>			
<b>FINISHING CARPENTRY</b>			
<b>SIDING</b>			
<b>LANDSCAPING</b>			
<b>PAINTING</b>			
<b>OTHER</b>			

**Village of Hartville**  
202 W Maple St  
PO Box 760Hartville, OH 44632  
Phone 330-877-9222 Fax 330-877-9778  
[aphillips@hartvilleoh.com](mailto:aphillips@hartvilleoh.com)

## **INCOME TAX DEPARTMENT**

### **CONTRACTOR & SUBCONTRACTOR TAX INFORMATION**

#### **ANNUAL TAX RETURN FILING**

The Village of Hartville has a **mandatory** Income Tax filing for a business entity, whether resident or non-resident who conducts business in the Village of Hartville. An annual return must be filed and tax paid on the net profit. If you have a net loss you are still required to file a return.

The tax rate for Hartville is 1.5%. The yearly filing or request for an extension deadline is April 15<sup>th</sup>. Failure to file or request an extension on or before the April 15<sup>th</sup> due date will result in a \$25.00 late filing penalty.

Tax forms can be obtained on our Website at [www.hartvilleoh.com](http://www.hartvilleoh.com).

#### **EMPLOYEE WITHHOLDING**

Each employer within or doing business within the Village of Hartville shall deduct at the time of the payment of such salary, wage, commission or other compensation, the tax of one percent (1.5%) of the gross salaries, wages, commission or other compensation due by the said employer to said employee and shall on or before the 15th day of the month following the close of each calendar quarter make a return and pay to the Village of Hartville Tax Administrator the amount of taxes so deducted. Such employer shall be liable for the payment of the tax required to be deducted and withheld, whether or not such taxes have in fact been withheld.

Please complete the enclosed **CONTRACTORS AND SUB-CONTRACTORS BUSINESS REGISTRATION FORM** and return by mail, fax or email within 10 business days.

Your cooperation is greatly appreciated. If you have any questions, please contact the income tax department.

Angela Phillips  
Tax Clerk  
[aphillips@hartvilleoh.com](mailto:aphillips@hartvilleoh.com)

The Village of Hartville is an equal opportunity provider.

# Village of Hartville

202 W Maple St PO

Box 760

Hartville, OH 44632

Phone 330-877-9222 Fax 330-877-9778

aphillips@hartvilleoh.com

## Income Tax Department

### Business Registration

To enable the Village of Hartville Income Tax Department to establish accurate records, please answer all questions and return by mail, fax or email.

ACCT # \_\_\_\_\_

Business Name: \_\_\_\_\_

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

Date Business Started in Hartville: \_\_\_\_\_ Phone #: \_\_\_\_\_

Tax ID/S.S. #: \_\_\_\_\_ Accounting period: \_\_\_\_ Calendar Year \_\_\_\_ Fiscal Year Ending \_\_\_\_\_

Please check one: \_\_\_\_ annual year-end filing forms are not necessary  
\_\_\_\_ send pre-printed annual year-end filing forms to:

### EMPLOYEE WITHHOLDING (if applicable)

Employee Withholding is submitted: Monthly \_\_\_\_ Quarterly \_\_\_\_ Number of Employees: \_\_\_\_

Please check one: \_\_\_\_ pre-printed withholding forms are not necessary, use in-house software system  
\_\_\_\_ use third party Payroll Company - Name: \_\_\_\_\_  
\_\_\_\_ send pre-printed withholding forms to: \_\_\_\_\_

\_\_\_\_ Check here: If this is withholding for a Hartville resident working from home. FT \_\_\_\_ Hybrid \_\_\_\_  
If Hybrid, how many days in Hartville per week \_\_\_\_

Employee Name: \_\_\_\_\_ Contact phone or email \_\_\_\_\_  
Address: \_\_\_\_\_

The Village of Hartville imposes an income tax at the rate of one percent (1.5%) on all earned income, including net profits attributable to Hartville. All employers, contractors, sub-contractors, or others who have one or more employees are required to withhold 1.5% of all employees' gross wages and submit this amount to the Village of Hartville.

The information hereby submitted is true and correct

Signed \_\_\_\_\_ Date \_\_\_\_\_