

**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 / 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 – \$125.00 permit fee plus \$0.10 per sq. ft. x 1% (State Fee)

Two-Three Family – \$125.00/each 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

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<u>Accessory Buildings (Sheds)</u> <u>non foundation & up to 100 sq. ft</u>	\$25.00	No State Fee is required
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<u>Accessory Buildings (Sheds)</u> <u>non foundation/foundation 101 sq. ft or more</u>	\$50.00	No State Fee is required
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<u>Decks, Pergolas, Pools, Any Structure w/Foundation</u> <u>(Pergolas only have open slat roofs)</u>	\$50.00	1% (State Fee)
<u>**Plan Review</u>	\$40.00	

****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.**

<u>Demolition – Residential ONLY</u>	\$35.00
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****NOTE – make sure they apply for the sewer disconnection form and pay for it**

<u>Siding / Roofs / Fences / Patios or Concrete Drives –</u>	NO PERMIT REQUIRED
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<u>Street/Road Right of Way Opening / Curb Cut</u>	\$100.00
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Reinspections – The Village allows the following inspections to be done.

Additional inspections are considered a reinspection.

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

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

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

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

Village of Hartville
202 W Maple St
PO Box 760Hartville, OH 44632
Phone 330-877-9222 Fax 330-877-9778
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 15th. Failure to file or request an extension on or before the April 15th due date will result in a \$25.00 late filing penalty.

Tax forms can be obtained on our Website at 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

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 _____