

**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 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. Completed MEC (Model Energy Code) or Energy Trade off Worksheet.

FEES: See attached fee schedule

INSPECTIONS:

- * 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): Once framing is complete, **BUT** prior to insulation, drywall, paneling, ceiling, etc. is applied.
- * 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: Made after completion of construction, with gutters, splash blocks, handrails, attic access panels, vapor barriers, etc. in place, **BUT** prior to occupancy.

BUILDING INSPECTION FEES

1. **Single Family** – new construction (sq. ft. to include garage, deck, porches and **the basement – ONLY IF FINISHED!** - (2) two full sets of plans prepared by a professional.
\$100.00 plus \$0.10 per sq. ft x 1% (State Fee)

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

Two-Three Family – new construction (sq. ft. to include garage, deck, porches and **the basement – ONLY IF FINISHED!** – (2) two full sets of plans prepared by a professional.
\$100.00 plus \$0.10 per sq. ft x 1% (State Fee)

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

Separate permits for each unit.

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

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

3. **Decks, Roofs/Re-roofs, Pools**
\$50.00 x 1% (State Fee)

****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.**

4. **Siding** – NO FEE

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

6. **Accessory Buildings (Sheds/Pergolas) – non foundation/foundation 101 sq. ft or more**
\$40.00 x 1%

7. **Demolition**
\$35.00

****NOTE – make sure they apply for the sewer disconnection form and pay for it**

8. **Reinspections – The Village allows so many inspections to be done. Additional inspections are considered a reinspection. (Footer, Foundation, Rough, Insulation & Final)**
\$30.00

****NOTE: No Permits for fences or concrete drives/patios**

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: _____

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.

The Village of Hartville is an equal opportunity provider.

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
tcooper@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%. 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%) 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.

Tanya Cooper
Income Tax Clerk
tcooper@hartvilleoh.com

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Village of Hartville
202 W Maple St
PO Box 760
Hartville, OH 44632
Phone 330-877-9222 Fax 330-877-9778
tcooper@hartvilleoh.com

Income Tax Department
Contractor and Sub-Contractor Business Registration

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

ACCT # (to be assigned upon receipt)

Business Name: _____

Business Address: _____

Phone #: _____ Tax ID/S.S. #: _____

Job Name & Location: _____

Date Job Started: _____ Estimated Length of Job in days: _____ (mandatory)

Please check one: annual year-end filing forms are not necessary, use a professional tax service
 send pre-printed annual year-end filing forms to:

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

Employee withholding is submitted: Monthly or Quarterly

The Village of Hartville imposes an income tax at the rate of one percent (1%) 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% of all employees' gross wages and submit this amount to the Village of Hartville.

The information hereby submitted is true and correct

Signed _____ Date _____