



The Village of Hartville

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

DEMOLITION PERMIT INSTRUCTIONS

1. Hours of operation shall be between 8:00 a.m. to no later than 5:00 p.m., Monday through Saturday. Demolition shall NOT take place on Sunday or legal holiday.
2. All contractors must be registered with the Village of Hartville.
3. Required performance bond and permit fee is listed below:

** Commercial demolition permits will be pulled from Stark County.

Residential permit	=	\$25.00
1% State of Ohio fee	=	<u>.25</u>
Total	=	\$25.25

Bond required:	\$	10,000.00
Certificate of Liability:	\$	1,000,000.00
4. Notify the Fire Department with the date that demolition will take place (330) 877-2478.
5. Building Department inspection is required after structure is completely removed.
6. Sewer line shall be disconnected and sealed. Call Village office to have inspected by the Sewer Inspector prior to commencement of demolition. There is a disconnection application to be filled out. The application fee is \$20.00.
7. All demolition debris shall be removed from the site.
8. All excavations resulting from demolition shall be completed with clean backfill, and property area is seeded with grass.

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: \$60.00

Annual Renewal: \$40.00 (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 Contractor License Bond (\$10,000.00).

All paperwork will be submitted to the:

**Village of Hartville
202 W. Maple Street
Hartville, Ohio 44632**

Please note that the Village Office hours are Monday, Tuesday, Wednesday, and Fridays 8 a.m. to 5:00 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 (\$60.00) Renewal (\$40.00 - if registered the previous year)

Name _____ Phone _____

Company Name _____ Phone _____

Address _____ City/State/Zip _____

FED ID or SSN _____

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 additional insured, Contractor License 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. (This is the responsibility of the Contractor.)

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
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 & 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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**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: _____

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 _____

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202 West Maple Street, PO Box 760
Hartville, Ohio 44632
Phone 330-877-9222 Fax 330-877-9778

Fee \$20.00

Date _____

Rcpt. # _____

DISCONNECTION OF SANITARY SEWER SERVICE

Upon demolition, destruction or razing of a structure served by the Village sanitary sewer system or the abandonment of an existing sanitary sewer service, the sanitary sewer line shall be disconnected and sealed in accordance with this Section 904.26.

Disconnection shall be made at the right of way or property line nearest the sanitary sewer main and shall be accomplished in a manner to assure that no surface or ground water can enter the system and shall be sealed in the manner provided for herein.

All sanitary sewer line seals shall consist of a concrete plug followed by a "water plug" followed by a concrete plug.

The Owner of the property on which the structure or sanitary sewer service is located shall notify the Village for inspection to witness the disconnection and sealing.

The disconnection shall be inspected and approved prior to backfilling the excavation.

**All contractors must be registered with the Village of Hartville.
\$10,000.00 Bond is required and \$1,000,000.00 Certificate of Liability.**

Address: _____

Contractor/Name of person plugging sewer

Address

Signature

Sewer Inspector

_____ Approved

_____ Denied