

ELECTRICAL INSPECTION FEES

The Village of Hartville follows the **NEC 2023 Code Book.**

All Contractors must be registered.

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

Fees to be collected for permits for the installation, alteration, and repair of electrical wiring and equipment shall be as follows:

One, Two & Three Family - New construction (1 Permit per unit)
\$125.00 plus \$0.10 per sq. ft. x 1%

Additions, remodeling: **\$50.00 plus \$0.10 per sq. ft. x 1%**

EXAMPLE: 3400 square feet x .10 = \$340.00 + \$100.00 = \$440.00 x 1% (State Fee) = \$444.40 Due

Service Change: **\$40.00 No State fee required**

Water heater, furnace/air conditioning, range, dryer and generator- each unit: **\$30.00 No State fee required**

Temp pole: **\$50.00 No State fee required**

Electrical heating, including "baseboard" heating: **\$30.00 No State fee required**

Miscellaneous Repairs (smoke detectors, receptacles/switches, and any item not listed above that would require an inspection) **\$30.00 No State fee required**

Swimming Pools: **\$50.00 No State fee required**

Re-inspections, made necessary because of incompetent, incomplete, or negligent work (per inspection): **\$30.00**

INSTRUCTIONS FOR INSPECTIONS

Call the Village Office when you are ready for an inspection. (330) 877-9222

Please leave instructions as to how the Electrical Inspector would gain access into the home (ex: lockbox #).

Our Electrical Inspector is a part-time employee and performs his inspections after hours. We ask that you give a 24-hour notice for all inspections. **VILLAGE HALL HOURS – MON – FRI 8 A.M. TO 4:30 P.M. AND THURSDAYS 8 A.M. TO NOON**

- 1) Underground (trench) if needed.
- 2) Rough and Service inspection – must be done at the same time, before rock lathe, with a notice of 48 hours in advance.
- 3) Final inspection – is required before anyone moves in, this is to make sure that it is property grounded.

Revised 08/13/25

APPLICATION for RESIDENTIAL ELECTRIC 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 #: _____

Fee \$ _____ x 1%= _____ (See Attached Fee Schedule) **Date:** _____ 20____

Project Location Address: _____, Hartville, Ohio

Description of Work (RCO 107.2.1): _____

Area Space: (Round up to nearest 100 sq. ft.) Total Area Space: _____ (New Construction to include garage and basements (if finished))

Type of Construction/ Equipment Installed: ☐ New Construction ☐ Service/Change ☐ Additional meters
☐ Swimming Pool ☐ Outlets, switches, lights ☐ Temp Service ☐ Generator
☐ Other _____

Property Owner: _____ **Contractor:** _____

Address: _____ **Address:** _____

City: _____ **State/Zip:** _____ **City:** _____ **State/Zip:** _____

Owner's Phone: _____ **Contractor's Phone:** _____

Email: _____

X _____
Signature of Applicant

Underground Inspection: Date: _____ Inspector: _____

Temp Pole Inspection: Date: _____ Inspector: _____ Ohio Edison: _____

Rough Inspection: Date: _____ Inspector: _____

Service Inspection: Date: _____ Inspector: _____ Ohio Edison: _____

Final Inspection: Date: _____ Inspector: _____

Re-inspections: _____

Additional Comments _____

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.

The Village of Hartville is an equal opportunity provider.

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
Income Tax Clerk
aphillips@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 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 _____