

## CONTRACTOR FEE NEW \$75.00 RENEWAL \$50.00

### ELECTRICAL INSPECTION FEES

The Village of Hartville follows the NEC 2017 Code Book.

1. Fees to be collected for permits for the installation, alteration, and repair of electrical wiring and equipment shall be as follows:
  - (a) One, Two & Three Family - new construction (call for Building Permit Square Footage) **\$100.00 + \$0.10 per sq. ft. x 1%**
  - (b) Additions, remodeling: **\$50.00 + \$0.10 per sq. ft. x 1%**
  - (c) Service: **\$40.00 x 1%**
  - (e) Water heater, furnace/air conditioning, range, dryer and generator: **\$30.00 No 1% fee required**
  - (f) Temp pole: **\$50.00 No 1% fee required**
  - (g) Electrical heating, including "baseboard" heating: **\$30.00 x 1%**
  - (h) Miscellaneous Repairs (smoke detectors, receptacles/switches, and any item not listed above that would require an inspection) **\$30.00 x 1%**
  - (i) Re-inspections, made necessary because of incompetent, incomplete, or negligent work (per inspection): **\$30.00**
  - (j) Swimming Pools: **\$50.00 No 1% fee required**
  
2. Contractor Registration Application: **\$75.00 New \$50.00 Renewal**

### 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 to 48-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.

**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](http://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

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**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** \_\_\_\_\_



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.

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			

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PO Box 760Hartville, OH 44632  
Phone 330-877-9222 Fax 330-877-9778  
[tcooper@hartvilleoh.com](mailto: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 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%) 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](mailto:tcooper@hartvilleoh.com)

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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 \_\_\_\_\_