

HEATING INSPECTION FEES

HEATING INSPECTION FEES (Warm air, steam, vapor or hot water).

Each application shall be accompanied by the following fees:

One, Two & Three Family - New Construction (1 Permit for each unit)
\$100.00 permit fee plus \$0.10 per S/F x 1% (State Fee)

Take the square footage from the building permit that was submitted - subtract the garage, deck and porch square footage.

Additions / Remodeling / Ductwork replacement
\$50.00 permit fee plus \$0.10 per S/F x 1% (State Fee)

See Example below:

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

Replacement / Conversions / Appliances - (Using same ductwork)
\$35.00 per unit No State Fee required

Pool Heater
\$30.00 permit fee No State Fee required

Ductwork - No permit needed if extending/replacing 1 or 2

Re-inspections
\$30.00 permit fee

HEATING PERMIT INSTRUCTIONS

Call the Village Office when you are ready for Inspections, leaving instructions as to how the Building Inspector can get into the house if needed. 330-877-9222

****Please note that on new construction, the inspector will inspect the rough and final heating when he inspects the rough and final building.**

Make checks payable to the Village of Hartville & mail to:
202 W. Maple Street, P.O. Box 760, Hartville, OH 44632

****Note: Money is not refundable. Call first to make sure the property is in our jurisdiction.**

APPLICATION for RESIDENTIAL HEATING PERMIT

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 Addition/Remodeling of ducts/units
 Furnace New/Replacement Air Conditioning New/Replacement Pool Heat Pump
 Generator Other _____

Property Owner: _____ Contractor: _____

Address: _____ Address: _____

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

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

Email: _____

X _____

Signature of Applicant

Rough Inspection: Date: _____ Inspector: _____

Final Inspection: Date _____ Inspector: _____

Re-inspections: _____

Additional Comments _____

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.

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 760 Hartville, OH 44632
Phone 330-877-9222 Fax 330-877-9778
aphillips@hartville.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

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 _____