



# The Village of Hartville

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

## SHED / GARAGE PERMITS

This is a brief overview of what you will need. However, before proceeding with final plans, it is always recommended that you consult with a Village employee to ensure all requirements have been addressed.

1. A Zoning Permit must be pulled first. Once approved (usually 1 to 3 days), then proceed with the Building Permit, Heating and Electrical if needed.
2. For Garages – submit two (2) sets of detailed building plans, plot plans and specs. For Sheds – submit one (1) hand drawn plan. Plans must indicate measurements, dimensions, materials, etc.

One copy will be returned to you after approval from the Chief Building Official and one is kept in a permanent file at the office.

3. Indicate any structures on the plot plan, including house, pool, deck, fence, proposed shed, etc. also show how far from the lot lines you intend to place the shed. A shed shall be distant at least six (6) feet from alley lines and from any separate structure on lot, and at least three (3) feet from the rear and side lot lines. An Accessory building shall not occupy more than thirty (30) percent of the required rear yard and shall not exceed the size or area of the principal structure or 800 square feet (whichever is less).
4. Size of shed and construction value.
5. Contractor name, address and phone number. **All contractors must be registered with the Village of Hartville.**
6. After submission of Building Permit, it normally takes 3 – 4 days for the Chief Building Official to approve the plans. You will be contacted when the permit is ready and it can be picked up during normal business hours.
7. The permit fees are:

<u>Zoning Permit Fee</u>	\$40.00 + \$0.10 per sq. ft. outside dimensions
<u>Building Permit Fee - Garages:</u>	\$50.00 + \$0.10 per sq. ft. outside dimensions x <u>1%</u>
	\$40.00 Plan Review
<u>Building Permit Fee - Sheds:</u>	No Fee – (Non-Foundation & up to 100 sq. ft.)
	\$40.00 - (Non-Foundation & 101 or more)

**NOTE: The Village of Hartville's office hours are as follows: Monday thru Friday 8:00 a.m. to 4:30 p.m. with the exception of Thursdays 8:00 a.m. to Noon.**

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 that the Village 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](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 \_\_\_\_\_

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, 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. (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.

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**

<b>TYPE</b>	<b>SUBCONTRACTOR</b>	<b>FULL ADDRESS</b>	<b>PHONE #</b>
<b>EXCAVATION</b>			
<b>FOUNDATION</b>			
<b>MASONRY</b>			
<b>STRUCTURAL CARPENTRY</b>			
<b>ELECTRICAL</b>			
<b>PLUMBING</b>			
<b>HVAC</b>			
<b>INSULATION</b>			
<b>ROOFING</b>			
<b>DRYWALL</b>			
<b>FINISHING CARPENTRY</b>			
<b>SIDING</b>			
<b>LANDSCAPING</b>			
<b>PAINTING</b>			
<b>OTHER</b>			

**Village of Hartville**  
202 W Maple St  
PO Box 760Hartville, OH 44632  
Phone 330-877-9222 Fax 330-877-9778  
[aphillips@hartvilleoh.com](mailto: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 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 (1.5%) 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

**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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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 \_\_\_\_\_

The Village of Hartville is an equal opportunity provider.

**VILLAGE OF HARTVILLE, OHIO**

**ZONING DEPARTMENT  
APPLICATION FOR  
ZONING PERMIT**

Zoning permit No. \_\_\_\_\_

Date Issued \_\_\_\_\_

**SANITARY DISCHARGE APPROVAL  
BY BOARD OF PUBLIC AFFAIRS**

Date: \_\_\_\_\_

A scale plan must be submitted with this application showing the size and location of the Lot, the dimensions and location of the proposed building or structure on the lot and the dimensions and location of existing buildings or structures on the lot.

Name of Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Owner of Premises \_\_\_\_\_ Address \_\_\_\_\_

Application is hereby made to: (Description of Work) \_\_\_\_\_

To be used for (Indicate purpose, number of units or offices, etc.) \_\_\_\_\_

On premises located at \_\_\_\_\_

**DESCRIPTION**

(1) Size of lot: \_\_\_\_\_ feet wide \_\_\_\_\_ feet deep

(2) Size of building or structure: Floor area \_\_\_\_\_

Maximum: Width \_\_\_\_\_ ft. Depth \_\_\_\_\_ ft.

Height: Stories: \_\_\_\_\_; feet \_\_\_\_\_

(3) Location on Property:

**Proposed Yards**

FRONT \_\_\_\_\_ ft. from Property Line to Building or Structure.

SIDE \_\_\_\_\_ ft. from Property Line to Building or Structure.

SIDE \_\_\_\_\_ ft. from Property Line to Building or Structure.

REAR \_\_\_\_\_ ft. from Property Line to Building or Structure.

(4) Character of Construction \_\_\_\_\_

(Brick, Frame)

(5) Estimated Cost of Work \$ \_\_\_\_\_

(6) Present use of Land, Existing Buildings or Structures on Lot:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

Please note any additional information on separate sheet and attach to this form.

**CERTIFICATION OF ZONING INSPECTOR'S EXAMINATION**

I have examined the foregoing application, plans and information, found them not / to conform with the zoning requirements and grant / refuse them a Zoning Permit.

By \_\_\_\_\_ Date \_\_\_\_\_