



VILLAGE OF HARTVILLE

202 WEST MAPLE

PO BOX 760

HARTVILLE, OHIO 44632-0760

(330) 877-9222

NOTE: Village Office hours are Mon — Fri 8:00 a.m. to 4:30 p.m. with the exception of Thurs 8:00 a.m. to Noon

POOL 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 Village employees to ensure all requirements have been addressed.

A swimming pool means an enclosure, temporary or permanent, above or below ground, containing water to be used for bathing, wading or swimming, which shall contain eighteen (18) inches minimum depth of water.

1. A Zoning Permit must be pulled first. Once approved (usually 1 to 3 days), then proceed to pull a Building Permit, Heating and Electrical if needed. (See fee schedule below)
2. Provide 2 sets of your plans, plot/site plan, and specs. Indicate any structures on the plot/site plan, including house, shed, fence, deck, and the placement of your proposed pool. Please provide the type of enclosure surrounding the pool area. Also, show how far from the lot lines you intend to place the pool.
3. What type of pool (in-ground or above ground), depth and diameter.
4. The wall of an in-ground swimming pool/spa shall not be within six (6) feet of a rear or side property line or within ten (10) feet of any street. All swimming pools/spas shall be placed in the rear yard.
5. Above ground swimming pools shall be placed in an area which is structurally acceptable, provided no part of the pool, pool enclosure or deck exceeds six (6) feet in height above grade.
6. Any pool 24 inches or more in depth shall have an enclosure surrounding the pool area. The enclosure shall extend not less than four (4) feet above the ground. All gates shall be self-closing and self-latching with the latches placed at least four (4) feet above the ground.
7. An electrical permit may also be required and must be obtained by the electrician you have hired. In ground pools will need two inspections (Bonding-as wire is put in, and Inspection — at time of completion.)
8. **All contractors must be registered with the Village of Hartville.**
9. After submission, it normally takes 1 — 3 days for the plans to be approved. You will be contacted when the permit is ready and it can be picked up and paid during normal business hours. (See above hours)

10. Zoning permit:	\$50.00	13. Deck Permit	\$50.00	(if needed)
11. Building permit:	\$50.00	14. Heating permit:	\$30.00	(if needed)
12. Electrical permit:	\$50.00 (If needed)	15. Fence permit:	\$50.00	

**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 _____

Email 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 _____

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 _____

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: _____

APPLICATION for RESIDENTIAL HEATING 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 ☐ 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 _____

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 _____

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 760Hartville, 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 1.5%. 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 and a half 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
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 and a half 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 _____

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