

Policy for Residential Minor Work Building Permit Application

Applicability:	<ul style="list-style-type: none"> This application is primarily designed for projects with scope of work of only minor repairs or like-for-like replacement of building components, appliances, and/or equipment without any upgrades. This minor work permit should not include any modifications to the building structural frames, components, or building mechanical, electrical, plumbing, and/or fire protection systems that require technical design analysis or calculation.
Required documents at the initial submission:	<ul style="list-style-type: none"> One (1) Residential minor work building permit application form (for each certified building address) Two (2) sets of construction drawings and/or product/equipment specifications. For exterior door and window replacement, a site plan will need to be submitted to show the distance between the existing building and the property lines and window/door specifications. For electrical and/or mechanical equipment replacement, a floor plan showing the location of the equipment and specifications of the old and new equipment must be submitted to show like-for-like replacement.
Methods of submission:	<ul style="list-style-type: none"> Mail in or drop off application form and drawings in paper format to our office,
Special requirements:	<ul style="list-style-type: none"> If in flood plain, a special flood area development permit application may be required.
Permit approval process:	<ul style="list-style-type: none"> The application and documents will take up to five (5) working days to review and process. Once the application is accepted and processed, you will be notified of the permit fee amount and to come in to our office to make payment and pick up your permit. At least one set of printed copy of the approved application and documents shall be kept on site for inspection purpose.
Inspections:	<ul style="list-style-type: none"> The permit fees cover two (2) inspections, rough-in and final inspection, for each trade such as building general, mechanical, electrical, etc.. Any re-inspection and/or additional inspection fee will be \$125.00 each time. After normal business hours inspection for \$150 per hour and a minimum of 3 hours for each request
Permit expiration	<ul style="list-style-type: none"> An application for which no permit is issued within 180 days of filing shall be deemed expired. One extension of time for a period of not more than 90 days can be granted if the extension is requested in writing and justifiable cause is demonstrated. A permit will expire if after 6 months the work for which the permit is granted has not continuously progressed toward the completion. One time extension of 180 days can be granted for no additional fee if request for extension is made in writing prior to the permit expiration. A permit has expired for no more than 180 days can be renewed for one time 180 days extension for a renew fee of ½ of the new permit fees. A permit application has expired for more than 180 days will require a new permit application and payment of the new full permit fee.
Work started without a permit:	<ul style="list-style-type: none"> Fees for work started without a permit will be twice the regular building permit fees.

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RESIDENTIAL MINOR WORK BUILDING PERMIT APPLICATION

Submit one application for each building or structure with certified address

1	SCOPE OF PROJECT: <input type="checkbox"/> Building Minor <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical
2	TYPE OF PROJECT: <input type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Two- or Three-Family Dwelling <input type="checkbox"/> Other
3	APPLICATION RELATED INFORMATION: Is this project being submitted as a result of previous preliminary plan review? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the preliminary plan review No.: _____ Is this application being submitted as a result of a Notice of Violation or Adjudication order that you received? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the Adjudication order No.: _____
4	PROJECT/BUILDING LOCATION: Street Address: _____ Parcel No.: _____ Lot No.: _____ City/Township: _____ Zip Code: _____ County: _____ Is this project or building located in a flood plain? <input type="checkbox"/> Yes <input type="checkbox"/> No Has the flood plain administrator been contacted for the requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No Is the work being performed in the City right-of-way? (\$10,000 bond required) <input type="checkbox"/> Yes <input type="checkbox"/> No
5	BRIEF DESCRIPTION OF THE SCOPE OF WORK COVERED UNDER THIS APPLICATION: Project Cost: _____ Square footage of work area covered under this application: _____ _____ _____
6	BUILDING OWNER INFORMATION: Name of Owner: _____ Attention: _____ Street Address: _____ City _____ State: _____ Zip _____ Phone No.: _____ Fax: _____ E-mail: _____
7	APPLICANT INFORMATION: Applicant: _____ Attention: _____ Street Address: _____ City _____ State _____ Zip _____ Phone No.: _____ Fax: _____ E-mail _____
8	REGISTERED DESIGN PROFESSIONAL INFORMATION: <input type="checkbox"/> Architect <input type="checkbox"/> Engineer <input type="checkbox"/> N/A Designer: _____ Registration/Certification No.: _____ Street Address _____ City _____ State _____ Zip _____ Phone No. _____ Fax: _____ E-mail _____

9	CONTRACTOR INFORMATION: <div style="text-align: right; margin-right: 50px;">City of Reynoldsburg Registration No. _____</div> Contractor Name: _____ State License No. _____ Street Address: _____ City _____ State _____ Zip _____ Phone No.: _____ Fax _____ E-mail _____
10	GENERAL BUILDING INFORMATION (Information applies to the entire building; not just the construction area) Basement Sq. Ft. _____ 1 st Floor Sq. Ft. _____ 2 nd floor Sq. Ft. _____ Garage Sq Ft _____ Deck Sq. Ft. _____ Total Sq. Ft. _____ No. of Stories _____ No. of Units _____ No. of Rooms _____ No. of Bedrooms _____ No. of Bathrooms _____ Gas _____ Yes _____ No _____ A/C _____ Yes _____ No _____
11	MINOR BUILDING WORK: _____ Roof replacement or repairs \$75 _____ Window(s) replacement \$75 _____ Door(s) replacement \$75 _____ Siding replacement or repairs \$75 _____ Others \$75 _____ (To be determined by the building official)
12	MINOR ELECTRICAL (Please indicate quantity) _____ Service upgrade or temporary service \$75 _____ Meter replacement or repair \$75 _____ Pool, hot tub, or spa \$75 _____ Generator replacement \$75 _____ Others \$75 _____ (To be determined by the building official)
13	MINOR MECHANICAL (Please indicate quantity) _____ Furnace replacement \$75 _____ A/C replacement \$75 _____ Heatpump replacement \$75 _____ Air handler replacement \$75 _____ Water Heater replacement \$75 _____ Gas piping replacement \$65 _____ Fireplace \$50 _____ Others \$75 _____ (To be determined by the building official)
14	CERTIFICATION I certify that I am the _____ Owner _____ Agent of the owner and all information contained in this application is true, accurate, and complete to the best of my knowledge. All official correspondence in connection with this application should be directed to my attention. Signature: _____ Date: _____ Print Name: _____
15	THE AREA BELOW IS FOR OFFICE USE ONLY Date received _____ Permit No. _____ Electronic submission _____ Paper submission _____ Processed by: _____ Building Official _____ Date: _____ Building fees: _____ Electrical fees: _____ HVAC fees: _____ Gas piping fees _____ 1% State fees _____ TOTAL PERMIT FEES: _____

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INSTRUCTIONS FOR COMPLETING RESIDENTIAL MINOR WORK BUILDING PERMIT APPLICATION

In accordance with Ohio Revised Code, Section 3791.04, Ohio Building Code (OBC), Section 105, and the Residential Code of Ohio, section 106.1, application shall first be made to the building official and obtain the required approval. The owner shall submit two (2) sets of construction drawings and/or documents along with the required permit application for review.

Application Directions: Complete pages 1 and 2 as outlined below. Please print clearly. All information must be completed for each section or the application will be returned.

1. **SCOPE OF PROJECT:** Check all boxes that apply to the scope of work proposed for this project.
2. **TYPE OF PROJECT:** Check one of the types of projects from the list.
3. **APPLICATION RELATED INFORMATION:** Answer each of the questions in this block and provide additional information accordingly. Complete answers to the questions will help the Building Division process and review this project accurately.
4. **PROJECT SITE LOCATION:** Provide complete information identifying the site location where the work will occur.
5. **BRIEF DESCRIPTION OF THE SCOPE OF WORK COVERED UNDER THIS APPLICATION:** Please provide a brief description of the scope of work. Please include the names of the areas or rooms affected by the construction when only a portion of the building is covered under the application.
6. **BUILDING OWNER INFORMATION:** Please provide complete answers to each item. If the building is owned by a corporation, please provide the name of the corporation and identify a contact person.
7. **APPLICANT INFORMATION:** Please provide complete information. All project correspondence will be directed to the applicant.
8. **DESIGNER INFORMATION:** Please provide complete information.
9. **CONTRACTOR INFORMATION:** Please provide complete information. All contractors' working in the City are required to be registered with the City prior to the issuance of a permit.
10. **GENERAL BUILDING INFORMATION:** Information provided applies to the existing dwelling/building.
11. **MINOR BUILDING WORK:** Please indicate the type of the work for your project.
12. **ELECTRICAL:** Please indicate the type and quantity of work for your project.
13. **MECHANICAL:** Please indicate the type and quantity of work for your project.
14. **CERTIFICATION:** The application cannot be processed if this section is not complete.
15. This section is reserved **OFFICE USE ONLY** for our office use only. Please do not mark in this section.

Once the application and documents are accepted and approved, you will be notified of the permit fee amount for payment and to pick up your permit from our office. One (1) set of approved documents must remain on the job site at all times during construction. Inspections can be obtained by calling the City of Reynoldsburg inspection line at 614-322- 6821 by 3:00 pm at least one day prior to the inspection request.

RESIDENTIAL PERMIT FEE SCHEDULE

Residential Plan Review Fees performed in-house

New Single Family Dwelling - \$160.00 (for initial review and 1 re-submittal)
New Two and Three Family Dwellings - \$160.00 per unit (for initial review and 1 re-submittal)
Alterations, Additions, Accessory Structures - \$85.00 per unit (for initial review and 1 resubmittal)
Revisions - \$85.00 per unit

**A non-refundable residential application deposit in the amount of \$100.00 is required at the time of the application submittal. The deposit will be applied toward the plan examination and permit fees at the time of issuance.

Residential Plan Review Fees performed by a contracted plan reviewer

One, Two and Three Family Dwellings -will be the plan review fee charged to the City of Reynoldsburg by the contracted plan reviewer, plus a \$20.00 processing fee.

Alterations, Additions, and Accessory Structures - will be the plan review fee charged to the City of Reynoldsburg by the contracted plan reviewer, plus a \$20.00 processing fee

**A non-refundable residential application deposit in the amount of \$100.00 is required at the time of the application submittal. The deposit will be applied toward the plan examination and permit fees at the time of issuance.

Residential Building Permit Fees

New Structures (One, Two & Three Family Dwellings) - \$250.00 plus \$8.00 per 100 square feet of living square footage per residence

Additions, Garages and Accessory structures - \$75.00 plus \$8.00 per 100 square feet

Alterations, Renovations, Screened/Enclosed porches, Basement finishes - \$75.00 plus \$7.00 per 100 square foot

Decks - \$75.00

Minor Building Work* -- \$75.00

Demolition Permits -- \$100.00 per building

Residential Electrical Permit Fees

New Electrical (One, Two & Three Family Dwellings, Room Additions, Garages and Accessory structures) - \$50.00 plus \$4.00 per 100 square foot

Alterations, Renovations, Screened/Enclosed porches, Basement finishes - \$50.00 plus \$3.00 per 100 square foot

Electrical Service upgrade, Temporary Electric, Generators - \$75.00

Minor Electrical Work* - \$75.00

Residential HVAC Permit Fees

New HVAC (One, Two & Three Family Dwellings, Room Additions, Garages and Accessory structures) - \$50.00 plus \$4.00 per 100 square foot

Alterations, Renovations, Screened/Enclosed porches, Basement finishes - \$50.00 plus \$3.00 per 100 square foot

Replacement of Furnace, A/C, Heat pump, Air Handler, Ventilation or Water Heater - \$75.00 per

unit Gas Piping - \$65.00

Fireplace - \$50.00

Minor HVAC Work* - \$75.00

Residential Swimming Pool Permit Fees

Above ground pool - \$50.00

In ground pool - \$100.00

Miscellaneous Residential Fees

Certificate of Occupancy - \$100.00

Partial Certificate of Occupancy - \$125.00

Building Inspection Card Replacement - \$50.00

Re-inspection fee - \$125.00

Inspection fee (to secure a building structure or site) - \$100.00

Special Inspections (inspections required/requested other than during regular business hours) - \$150.00 per hour

Extension of a permit (which has expired for 180 days or less) - fee is one-half the amount required for a new permit

Work started without a permit - Twice the regular permit fees.

Industrialized units, Pre-fabricated assemblies, relocated building(s) - \$150.00 per unit/building

Temporary/Construction Office Trailer - \$75.00 per trailer

Antenna Tower/Satellite Dish Over 8 feet in height - \$50.00

- **The work items qualified for "Minor work" permit are generally for like-for-like replacement (no upgrade) or repair of building components, equipment, or appliances only. Other qualified items will be determined by the Building Department.**

Note: The fees listed here do not include the State of Ohio 1% fees.

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