

## Policy for Commercial Minor Work Building Permit Application

<b>Applicability:</b>	<ul style="list-style-type: none"> <li>This application is primarily designed for projects with scope of work of <b>only</b> minor repairs or like-for-like replacement of building components, appliances, and/or equipment <b><u>without any upgrades</u></b>.</li> <li><b>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.</b></li> </ul>
<b>Required documents at the initial submission:</b>	<ul style="list-style-type: none"> <li>One (1) Commercial minor work building permit application form (for each certified building address)</li> <li>Two (2) sets of construction drawings and/or product/equipment specifications.</li> <li><b>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.</b></li> <li><b>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.</b></li> </ul>
<b>Methods of submission:</b>	<ul style="list-style-type: none"> <li>Mail in or drop off the application form and construction drawings in paper format to our office.</li> </ul>
<b>Special requirements:</b>	<ul style="list-style-type: none"> <li>If in flood plain, a special flood area development permit application may be required.</li> </ul>
<b>Permit approval process:</b>	<ul style="list-style-type: none"> <li>The application and documents will take up to <b>five (5) working days to review and process</b>.</li> <li>Once the application is accepted and processed, you will be notified of the permit fee amount for payment and to pick up your permit.</li> <li>At least one set of printed copy of the approved application and documents shall be kept on site for inspection purpose.</li> </ul>
<b>Inspections:</b>	<ul style="list-style-type: none"> <li>The permit fees cover two (2) inspections, rough-in and final inspection, for each trade such as building general, mechanical, electrical, etc..</li> <li>Any re-inspection and/or additional inspection fee will be \$125.00 each time.</li> <li>After normal business hours inspection for \$150 per hour and a minimum of 3 hours for each request</li> </ul>
<b>Permit expiration</b>	<ul style="list-style-type: none"> <li>An <b>application</b> 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.</li> <li>A <b>permit</b> will expire if after 6 months the work for which the permit is granted has not continuously progressed toward the completion. <b>One time extension</b> of 180 days can be granted for no additional fee if request for extension is made in writing prior to the permit expiration.</li> <li>A permit has expired for <b>no more than 180 days</b> can be renewed for one time 180 days extension for a renew fee of ½ of the new permit fees.</li> <li>A permit application has expired for <b>more than 180 days</b> will require a new permit application and payment of the new full permit fee</li> </ul>
<b>Work started without a permit:</b>	<ul style="list-style-type: none"> <li><b>Fees for work started without a permit will be twice the regular building permit fees.</b></li> </ul>

Revised 01/03/2022

### COMMERCIAL MINOR WORK BUILDING PERMIT APPLICATION

Submit one application for each building or structure with certified address

<b>1</b>	<b>SCOPE OF PROJECT:</b> <input type="checkbox"/> Building General <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Gas Piping
<b>2</b>	<b>TYPE OF PROJECT:</b> <input type="checkbox"/> Like-for-Like Replacement <input type="checkbox"/> Minor Repairs <input type="checkbox"/> Other _____
<b>3</b>	<b>APPLICATION RELATED INFORMATION:</b>  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.: _____
<b>4</b>	<b>PROJECT/BUILDING LOCATION:</b>  Street Address: _____ Parcel No.: _____ Lot No.: _____ City/Township: _____ Zip Code: _____ County: _____  Is this project or building located in a flood plain? <span style="float: right;"><input type="checkbox"/> Yes     <input type="checkbox"/> No</span> Has the flood plain administrator been contacted for the requirements? <span style="float: right;"><input type="checkbox"/> Yes     <input type="checkbox"/> No</span> Is the work being performed in the City right-of-way? (\$10,000 bond required) <span style="float: right;"><input type="checkbox"/> Yes     <input type="checkbox"/> No</span>
<b>5</b>	<b>BRIEF DESCRIPTION OF THE SCOPE OF WORK COVERED UNDER THIS APPLICATION:</b>  Project Cost: _____ Square footage of work area covered under this application: _____ _____ _____ _____
<b>6</b>	<b>BUILDING OWNER INFORMATION:</b>  Name of Owner: _____ Attention: _____ Street Address: _____ City _____ State: _____ Zip _____ Phone No.: _____ Fax: _____ E-mail: _____
<b>7</b>	<b>APPLICANT INFORMATION:</b>  Applicant: _____ Attention: _____ Street Address: _____ City _____ State _____ Zip _____ Phone No.: _____ Fax: _____ E-mail _____
<b>8</b>	<b>REGISTERED DESIGN PROFESSIONAL INFORMATION:</b> <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 _____

<b>9</b>	<b>CONTRACTOR INFORMATION:</b> <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 _____
<b>10</b>	<b>GENERAL BUILDING INFORMATION</b> (Information applies to the entire building; not just the construction area) No. of Units _____ Building Sq. Ft _____ No. of Stories _____ Building Height _____ Occupant Load _____ Mixed use group(s)? ____ Yes ____ No Separated? ____ Yes ____ No Sprinkler system? _____ Type 1 Hood? _____ Fire Alarm system? _____ Fire Detection System? _____ Smoke Detection System? _____
<b>11</b>	<b>MINOR BUILDING WORK:</b> ____ Roof replacement or repairs \$150    ____ Window(s) replacement \$150    ____ Door(s) replacement \$150 ____ Siding replacement or repairs \$150    ____ Tent(s) \$50 First tent; \$25 each additional ____ Others \$150 _____ (To be determined by the building official)
<b>12</b>	<b>MINOR ELECTRICAL (Please indicate quantity)</b> ____ Service upgrade \$150    ____ Meter replacement or repair \$150 ____ Temporary service \$150    ____ Generator replacement \$150 ____ Pole-based lighting \$100 + \$25 per pole ____ Others \$150 _____ (To be determined by the building official)
<b>13</b>	<b>MINOR MECHANICAL (Please indicate quantity)</b> ____ Furnace replacement \$150    ____ A/C replacement \$150    ____ Gas piping replacement \$100 / Line ____ Air handler replacement \$150    ____ Water Heater replacement \$150    ____ Heat Pump replacement \$150 ____ Boiler replacement \$150    ____ Fireplace replacement \$50 ____ Others \$150 _____ (To be determined by the building official)
<b>14</b>	<b>CERTIFICATION</b> 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: _____
<b>15</b>	<b>THE AREA BELOW IS FOR OFFICE USE ONLY</b> Date received _____ Permit No. _____ Electronic submission _____ Paper submission _____ Processed by: _____ Building Official _____ Date: _____ Square footage of work area: _____ Building fees: _____ Electrical fees: _____ HVAC fees: _____ Gas piping fees _____ 3% State fees _____ Other fees _____ <b>TOTAL PERMIT FEES:</b> _____

## 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.

# COMMERCIAL PERMIT FEE SCHEDULE

## Commercial Plan Review Fees

All Buildings, Accessory Structures and Residential Structures above three (3) family covered by the Ohio Building Code - will be the plan review fee charged to the City of Reynoldsburg by the contracted plan reviewer, plus a \$75.00 processing fee. **Plan review done by the City's in-house reviewer will be \$80.00 per hour.**

\*\*A non-refundable application deposit is required in the amount of \$200.00 at the time of the application submittal. The deposit will be applied toward plan examination and permit fees at the time of issuance.

## Commercial Building Permit Fees

New Shell Buildings - \$200.00 plus \$4.00 per 100 square foot  
New Structures with finished interiors and Additions - \$200.00 plus \$7.00 per 100 square foot  
Alterations, Renovations, and Tenant Finishes - \$200.00 plus \$4.00 per 100 square foot Decks - \$130.00  
Demolition Permit -- \$150.00 per building  
Tents (regulated by the Ohio Building Code) - \$50.00 for the first tent, \$25.00 for each additional tent  
Minor Work\* - \$150.00

## Commercial Electrical Permit Fees

New Electrical Shell Buildings - \$100.00 plus \$3.00 per 100 square foot  
New Electrical with finished interiors/Additions - \$100.00 plus \$5.00 per 100 square foot  
Electrical Alterations, Renovations, and Tenant Finishes - \$100.00 plus \$3.00 per 100 square foot  
Low voltage permit \$75.00 plus \$2.00 per 100 square foot  
Electrical Service upgrade, Temporary Electric, Generators - \$150.00  
Electric Pole-Base Lighting - \$100.00 plus \$25.00 per pole  
Minor Electrical Work\* - \$150.00

## Commercial HVAC Permit Fees

New HVAC Shell Buildings - \$100.00 plus \$3.00 per 100 square foot  
New HVAC with finished interiors/Additions - \$100.00 plus \$5.00 per 100 square foot  
HVAC Alterations, Renovations, and Tenant Finishes - \$100.00 plus \$3.00 per 100 square foot  
Replacement of Furnace, A/C, Heat pump, Air Handler, Ventilation, Cooling Systems, Boilers or Water Heater - \$150.00 per unit  
Kitchen Exhaust Hood, Refrigeration or Walk-in Coolers - \$125.00  
Gas Piping - \$100.00  
Fireplace - \$50.00  
Minor HVAC Work\* - \$150.00

## Fire Suppression Permit Fees

New Fire Suppression Shell Buildings - \$100.00 plus \$2.00 per 100 square foot  
New Fire Suppression with finished interiors/Additions - \$100.00 plus \$3.00 per 100 square foot  
Fire Suppression Alterations, Renovations, and Tenant Finishes - \$100.00 plus \$2.00 per 100 square foot  
Kitchen Hood Suppression System - \$150.00  
Minor Fire Suppression Work\* - \$150.00

## Fire Alarm Permit Fees

New Fire Alarm Shell Buildings - \$100.00 plus \$2.00 per 100 square foot  
New Fire Alarm with finished interiors/Additions - \$100.00 plus \$3.00 per 100 square foot  
Fire Alarm Alterations, Renovations, and Tenant Finishes - \$100.00 plus \$2.00 per 100 square foot  
Minor Fire Alarm Work\* - \$150.00

## Commercial Sign Permit Fees

Wall Signs, Projected Signs, Awning/Canopy - \$50.00 each  
Ground Sign or Pole - \$75.00 each

## Commercial Swimming Pool Permit Fee

Pools - \$225.00

## Miscellaneous Commercial Fees

Certificate of Occupancy - \$100.00  
Partial Certificate of Occupancy - \$175.00 Building Inspection  
Card Replacement - \$50.00  
Inspection fee (to secure a building structure or site or for the purpose of checking for compliance with, or changing the Use Group as defined by the OBC of an existing building with no work proposed which would require a plan approval) \$100.00  
Re-inspection fee - \$125.00  
Special Inspections (inspections required/requested other than during regular business hours) - \$150.00 per hour minimum of three (3) hours  
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  
New Communication Tower - \$1,500.00  
Communication Tower modification - \$500.00

Note: The fees listed here do not include the State of Ohio 3% fees.

- Work items qualified for "minor work permits" shall be limited to like-for-like replacement (no upgrade) or repair of building components, equipment, or appliances. Other items that may be qualified for minor work items will be determined by the building department.

Revised 01/03/2022