

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 by a registered design professional.
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) One (1) copy of zoning approval document if required. Two (2) sets of construction drawings and/or product/equipment specifications. For exterior door and window replacement, please submit a site plan showing the distance between existing building and property lines and window/door specifications (such as U, SHGC, or R values). For electrical work, a one-line diagram showing voltage/amperes of the panel, conductor & conduit type/size, grounding, etc., shall be submitted. For mechanical work and/or mechanical equipment replacement, a floor plan to show the location (such as in attic, in closet, or in open basement) of the equipment and specifications such as btu/h, cfm, tonnage, etc. 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 permitted 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 12 months 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 the work has not commenced within 12 months of the permit issuance. A 12-month extension can be granted provided a written request for extension is submitted prior to the expiration date stating good and satisfactory reasons beyond control for the delay. No fee is required for this one time extension. 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.

	<ul style="list-style-type: none">• 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.

Revised 10/11/2023

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 (\$100 per each item selected) ____ Roof replacement or repairs _____ Window(s) replacement _____ Door(s) replacement ____ Siding replacement or repairs ____ Others _____ (To be determined by the building official)
12	MINOR ELECTRICAL (\$100 per each item selected) ____ Service upgrade or temporary service _____ Meter replacement or repair ____ Pool, hot tub, or spa _____ Generator replacement ____ Others _____ (To be determined by the building official)
13	MINOR MECHANICAL (\$100 per item selected) ____ Furnace replacement _____ A/C replacement _____ Heatpump replacement ____ Air handler replacement _____ Water Heater replacement _____ Gas piping replacement ____ Fireplace _____ Others _____ (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: _____

Revised 01/03/2022

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 Building Plan Review Fees

Contract plan review **	Contract hourly rate	\$30 processing
In-house plan review **	\$100 per hour	

Residential Building Permit Fees

1, 2, 3-family dwelling buildings (with 1% State fee)		
New building construction *	\$200 + \$8 per 100 s.f.	Allowed inspections per inspection card
Alterations, additions, accessory structures *	\$200 + \$8 per 100 s.f./l.f.	Allowed inspections per inspection card
Minor work permit	\$100 per items	Includes 2 inspections
Building demolition	\$100 per building	Includes 2 inspections
Special flood hazard development permit	\$200	Includes 2 inspections
Electrical trade permit	\$200	Includes 2 inspections
HVAC trade permit	\$200	Includes 2 inspections
Gas pipe trade permit	\$200	Includes 2 inspections
Swimming pool	\$50	
Additional or re-inspection fee	\$125 per inspection	
After hour inspection fee	\$150 per hour	Minimum 3 hours
Inspection card replacement	\$65	
Certificate of occupancy	\$100	
Certificate of partial occupancy	\$175	Includes 2 inspections
Plans re-stamping fee	\$85	
Permit extension fee (Expired < 180 days)	½ of the original permit fee	
Work without a permit	200% of the permit fee	

*Permits for new buildings, additions/alterations to existing buildings shall be issued to include only the work shown on the approved plans or specifications.

**A non-refundable residential application deposit in the amount of one hundred dollars (\$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.

For all new building construction projects excluding plumbing, a separate permit shall be required for each individual building. For an alteration, addition, and change of occupancy project, a separate building permit shall be required for each certified address, unless otherwise directed by the Chief Building Official. (Ord. 60-17. Passed 6-12-17; Ord. 159-2021. Passed 12-6-21.)