

Policy for Residential Building Permit Application

Required documents & fee at the initial submission:	<ul style="list-style-type: none"> • One (1) Residential building permit application form (for each certified building address) • Two (2) sets of construction drawings for code compliance plan review. • A non-refundable application fee deposit of \$100.00
Methods of submission:	<ul style="list-style-type: none"> • Mail in or drop off the completed application form and construction drawings to our office.
Special requirements:	<ul style="list-style-type: none"> • Submit 1 additional set of drawings to your local fire department for review if project contains fire protection system drawings. • Plumbing drawings shall be submitted to Franklin County Public Health: 280 E. Broad Street, Columbus, Ohio 43215, (614) 525-3160 • If in flood plain, a special flood area development permit application is required. • Swimming pool must be approved by Ohio Department of Health first. The approved swimming pool plans must be submitted along with your application.
Plan review and approval process:	<ul style="list-style-type: none"> • Initial plans can take up to 30 days from the day of submission to review. • If plans cannot be approved, a correction letter will be issued after plan review. • If you wish to appeal any items on the correction letter, you may request an adjudication order to file for an appeal to the Ohio Board of Building Appeal. • Resubmission in response to the correction letter will be reviewed within 30 days of submission. • If plans can be approved, you will be notified of the plan approval and the permit fee amounts. • Permit fees must be paid in person. Once permit fees are paid, you can pick up the approved paper plans from our office. • At least one set of printed copy of the approved plan set 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 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 expired for more than 180 days will require a new permit application and payment of 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 01/03/2022

9	CONTRACTOR INFORMATION: <div style="float: right;">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	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: _____
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12	THE AREA BELOW IS FOR OFFICE USE ONLY Date received _____ Permit No. _____ Walk in _____ Mail in _____ Deposit amount _____ Processed by _____ Phased approval _____ Nonconforming approval _____ Certificate of plan approval _____ Conditional approval _____ Correction Letter _____ Building Official _____ Date: _____ Plans Examiner _____ Date: _____ Square footage of work area: Building fees: _____ Electrical fees: _____ HVAC fees: _____ Gas piping fees _____ Pool fees: _____ 1% State fees _____ TOTAL PERMIT FEES: _____
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Revised 01/03/2022

**DIRECTIONS FOR COMPLETING THE CITY OF
REYNOLDSBURG RESIDENTIAL 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 and **a non-refundable application deposit in the amount of \$100.00.**

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. **CERTIFICATION:** The application cannot be processed if this section is not complete.
12. : This section is reserved **OFFICE USE ONLY** for our office use only. Please do not mark in this section.

Once the plans have been examined and approved, one of the following will be issued; Residential Certificate of Plan Approval, Residential Certificate of Nonconforming Plan Approval, Residential Certificate of Phased (Partial) Plan Approval, along with one (1) sets of construction documents. One (1) set of plans 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.

Revised 01/03/2022