

Policy for Commercial 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 that require technical design analysis or calculation.
Required documents at the initial submission:	<ul style="list-style-type: none"> One (1) Commercial minor work building permit application form (for each certified building address) One (1) zoning approval document if required. Two (2) sets of construction drawings and/or product/equipment specifications. For exterior door and window replacement, a site plan to show the distance between existing building & property lines and window/door specifications such as, U, SHGC, and/or R values, etc. For electrical – One line diagram showing panel, voltage, conductor type/size, grounding, etc. For mechanical replacement, a floor plan showing the location (in attic, closet, or others) of the equipment and specifications (such as BTU/H, SEER, EER, 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 the application form and construction 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 for payment and to 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. 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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9	CONTRACTOR INFORMATION: <div style="text-align: right; margin-top: 5px;">City of Reynoldsburg Registration No. _____</div> <div style="margin-top: 5px;">Contractor Name: _____ State License No. _____</div> <div style="margin-top: 5px;">Street Address: _____ City _____ State _____ Zip _____</div> <div style="margin-top: 5px;">Phone No.: _____ Fax _____ E-mail _____</div>
10	GENERAL BUILDING INFORMATION (Information applies to the entire building; not just the construction area) <div style="margin-top: 5px;">No. of Units _____ Building Sq. Ft _____ No. of Stories _____ Building Height _____</div> <div style="margin-top: 5px;">Occupant Load _____ Mixed use group(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No Separated? <input type="checkbox"/> Yes <input type="checkbox"/> No</div> <div style="margin-top: 5px;">Sprinkler system? _____ Type 1 Hood? _____ Fire Alarm system? _____</div> <div style="margin-top: 5px;">Fire Detection System? _____ Smoke Detection System? _____</div>
11	MINOR BUILDING WORK (\$150 per each item selected) <div style="margin-top: 5px;"> <input type="checkbox"/> Roof replacement or repairs <input type="checkbox"/> Window(s) replacement <input type="checkbox"/> Door(s) replacement \$ </div> <div style="margin-top: 5px;"> <input type="checkbox"/> Siding replacement or repairs </div> <div style="margin-top: 5px;"> <input type="checkbox"/> Others _____ (To be determined by the building official) </div>
12	MINOR ELECTRICAL (\$150 per each item selected) <div style="margin-top: 5px;"> <input type="checkbox"/> Service upgrade <input type="checkbox"/> Meter replacement or repair </div> <div style="margin-top: 5px;"> <input type="checkbox"/> Temporary service <input type="checkbox"/> Generator replacement </div> <div style="margin-top: 5px;"> <input type="checkbox"/> Pole-based lighting </div> <div style="margin-top: 5px;"> <input type="checkbox"/> Others _____ (To be determined by the building official) </div>
13	MINOR MECHANICAL (\$150 per each item selected) <div style="margin-top: 5px;"> <input type="checkbox"/> Furnace replacement <input type="checkbox"/> A/C replacement <input type="checkbox"/> Gas piping replacement </div> <div style="margin-top: 5px;"> <input type="checkbox"/> Air handler replacement <input type="checkbox"/> Water Heater replacement <input type="checkbox"/> Heat Pump replacement </div> <div style="margin-top: 5px;"> <input type="checkbox"/> Boiler replacement <input type="checkbox"/> Fireplace replacement </div> <div style="margin-top: 5px;"> <input type="checkbox"/> Others _____ (To be determined by the building official) </div>
14	CERTIFICATION <p style="margin-top: 5px;">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.</p> <div style="margin-top: 10px;">Signature: _____ Date: _____</div> <div style="margin-top: 5px;">Print Name: _____</div>
15	THE AREA BELOW IS FOR OFFICE USE ONLY <div style="margin-top: 5px;">Date received _____ Permit No. _____</div> <div style="margin-top: 5px;">Electronic submission _____ Paper submission _____ Processed by: _____</div> <div style="margin-top: 5px;">Building Official _____ Date: _____</div> <div style="margin-top: 5px;">Square footage of work area: _____</div> <div style="margin-top: 5px;">Building fees: _____ Electrical fees: _____ HVAC fees: _____</div> <div style="margin-top: 5px;">Gas piping fees _____ 3% State fees _____ Other fees _____</div> <div style="margin-top: 5px;">TOTAL PERMIT FEES: _____</div>

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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.

Commercial Building Plan Review Fees

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

Commercial Building Permit Fees

Commercial buildings (with 3% State fee)		
New building construction	\$200 + \$10 per 100 s.f.	Allowed inspections per inspection card
Alterations, additions, accessory structures	\$200 + \$10 per 100 s.f./l.f.	Allowed inspections per inspection card
Building sprinkler system	\$200 + \$4 per 100 s.f.	Includes 2 inspections
Building fire alarm system	\$200 + \$4 per device	Includes 2 inspections
Hood suppression system	\$200 per hood	Includes 2 inspections
Minor work permit *	\$150 per items	Includes 2 inspections
Sign permit	\$125 per sign	Includes 2 inspections
Swimming pool permit	\$225	Includes 2 inspections
Building demolition	\$100 per building	Includes 2 inspections
Special flood hazard development permit	\$200	Includes 2 inspections
Industrialized unit	\$150 per building	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
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
Approved 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	

*Consultation with the Building Division is required to determine minor work.
(Ord. 60-17. Passed 6-12-17; Ord. 117-17. Passed 10-23-17.)

**A non-refundable application deposit is required in the amount of two hundred dollars (\$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.

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.)