

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. • One (1) copy of zoning approval document if required. • 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 building structural work. • 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 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 10/11/2023

RESIDENTIAL BUILDING PERMIT APPLICATION

Submit one application for each building or structure with certified address

1	SCOPE OF PROJECT: <input type="checkbox"/> Building general <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Swimming Pool
2	TYPE OF PROJECT: <input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Deck <input type="checkbox"/> Accessory <input type="checkbox"/> 1-Family Dwelling <input type="checkbox"/> 2- or 3-Family Dwelling <input type="checkbox"/> Other
3	APPLICATION RELATED INFORMATION: <p>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.: _____</p> <p>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.: _____</p>
4	PROJECT/BUILDING LOCATION: <p>Street Address: _____ Parcel No.: _____ Lot No.: _____ City/Township: _____ Zip Code: _____ County: _____</p> <p>Is this project or building located in a flood plain? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Has the flood plain administrator been contacted for the requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is the work being performed in the City right-of-way? (\$10,000 bond required) <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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: <p>Name of Owner: _____ Attention: _____ Street Address: _____ City _____ State: _____ Zip _____ Phone No.: _____ Fax: _____ E-mail: _____</p>
7	APPLICANT INFORMATION: <p>Applicant: _____ Attention: _____ Street Address: _____ City _____ State _____ Zip _____ Phone No.: _____ Fax: _____ E-mail _____</p>
8	REGISTERED DESIGN PROFESSIONAL INFORMATION: <p align="right"><input type="checkbox"/> Architect <input type="checkbox"/> Engineer <input type="checkbox"/> N/A</p> <p>Designer: _____ Registration/Certification No.: _____ Street Address _____ City _____ State _____ Zip _____</p>

9	CONTRACTOR INFORMATION:	City of Reynoldsburg Registration No. _____
	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	<p>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> <p>Signature: _____ Date: _____</p> <p>Print Name: _____</p>
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12	THE AREA BELOW IS FOR OFFICE USE ONLY	<p>Date received _____ Permit No. _____</p> <p>Walk in _____ Mail in _____ Deposit amount _____ Processed by _____</p> <p>Phased approval _____ Nonconforming approval _____ Certificate of plan approval _____</p> <p>Conditional approval _____ Correction Letter _____</p> <p>Building Official _____ Date: _____</p> <p>Plans Examiner _____ Date: _____</p> <p>Square footage of work area: _____</p> <p>Building fees: _____ Electrical fees: _____ HVAC fees: _____</p> <p>Gas piping fees _____ Pool fees: _____ 1% State fees _____</p> <p>TOTAL PERMIT FEES: _____</p>
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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 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.)