

**CHAPTER 1305**  
**Permits and Fees**

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**1305.01 PLAN REVIEW FEES.**

(a) Residential Plan Review Fees Performed In-house.

- (1) New single family dwelling - \$75.00 (for initial review and 1 re-submittal);
- (2) New two and three family dwellings - \$50.00 per unit (for initial review and 1 re-submittal);
- (3) Alterations, additions, and accessory structures - \$40.00 (for initial review and 1 re-submittal);
- (4) Plan revision - \$25.00.

\*\*A non-refundable residential application deposit in the amount of fifty dollars (\$50.00) 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.

(b) Residential Plan Review Fees Performed by a Contracted Plan Reviewer.

- (1) 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 twenty dollar (\$20.00) processing fee.
- (2) Alterations, additions, and accessory structures - will be the plan review fee charged to the City of Reynoldsburg by the contracted plan reviewer, plus a twenty dollar (\$20.00) processing fee.

\*\*A non-refundable residential application deposit in the amount of fifty dollars (\$50.00) 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.

(c) Commercial Plan Review Fees Performed by a Contracted Plan Reviewer. All buildings, accessory structures and residential structures above three 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 seventy-five dollar (\$75.00) processing fee.

\*\*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.

(d) Note. The fees listed above do not include the State of Ohio one percent (1%) fee for residential or the State of Ohio three percent (3%) fee for commercial.

(Ord. 60-17. Passed 6-12-17.)

## **1305.02 RESIDENTIAL FEE SCHEDULE.**

(a) All permits for work regulated by the Residential Code of Ohio.

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

(1) Residential building permit fees:

A. New structures (one, two and three family dwellings) - \$300.00 plus \$8.00 per 100 square feet of living square footage per residence;

B. Additions, garages and accessory structures - \$75.00 plus \$8.00 per 100 square feet;

C. Alterations, renovations, screened/enclosed porches, basement finishes - \$75.00 plus \$7.00 per 100 square foot;

D. Decks - \$75.00;

E. Minor building work\* - \$50.00;

F. Demolition permits - \$100.00.

(2) Residential electrical permit fees:

A. New electrical (one, two and three family dwellings, room additions, garages and accessory structures) - \$50.00 plus \$4.00 per 100 square foot;

B. Alterations, renovations, screened/enclosed porches, basement finishes - \$50.00 plus \$3.00 per 100 square foot;

C. Electrical service upgrade, temporary electric, generators - \$50.00;

D. Minor electrical work\* - \$50.00.

(3) Residential HVAC permit fees:

A. New HVAC (one, two and three family dwellings, room additions, garages and accessory structures) - \$50.00 plus \$4.00 per 100 square foot;

B. Alterations, renovations, screened/enclosed porches, basement finishes - \$50.00 plus \$3.00 per 100 square foot;

C. Replacement of furnace, A/C, heat pump, air handler, ventilation or water heater - \$50.00 per unit;

D. Gas piping - \$50.00;

E. Fireplace - \$50.00;

F. Minor HVAC work\* - \$50.00.

(4) Residential plumbing permit fees: Permit fees are determined by Franklin County Public Health. All permitting is completed by the City of Reynoldsburg.

(5) Residential swimming pool permit fees:

A. Above ground pool - \$50.00;

B. In-ground pool - \$100.00.

(6) Miscellaneous residential fees:

A. Certificate of occupancy - \$75.00;

- B. Temporary certificate of occupancy - \$125.00;
- C. Building inspection card replacement - \$50.00;
- D. Inspection fee (to secure a building structure or site) - \$75.00;
- E. Re-inspection fee - \$50.00;
- F. Special inspections (inspections required/requested other than during regular business hours) - \$100.00 per hour;
- G. Extension of a permit (which has expired for 180 days or less) - fee is one-half the amount required for a new permit;
- H. Work started without a permit - twice the regular permit fees;
- I. Industrialized units, pre-fabricated assemblies, relocated building(s) - \$150.00 per unit/building;
- J. Temporary/construction office trailer - \$75.00 per trailer;
- K. Antenna tower/satellite dish over eight feet in height - \$50.00.
- L. Note: The fees listed here do not include the State of Ohio one percent (1%) fees.

\*Consultation with the Building Division is required to determine minor work.

(Ord. 60-17. Passed 6-12-17.)

### **1305.03 COMMERCIAL FEE SCHEDULE.**

- (a) All permits issued for work regulated by the Ohio Building Code.
- (b) Permits for new buildings, additions/alterations to existing buildings shall be issued to include only the work shown on the approved plans or specifications.
  - (1) Commercial building permit fees:
    - A. New shell buildings - \$200.00 plus \$4.00 per 100 square foot;
    - B. New structures with finished interiors and additions - \$200.00 plus \$7.00 per 100 square feet;
    - C. Alterations, renovations, and tenant finishes- \$200.00 plus \$4.00 per 100 square foot;
    - D. Decks - \$100.00;
    - E. Demolition permit - \$200.00;
    - F. Tents (regulated by the Ohio Building Code) - \$50.00 for the first tent, \$25.00 for each additional tent.
    - G. Minor building work\* - \$75.00.
  - (2) Commercial electrical permit fees:
    - A. New electrical shell buildings - \$100.00 plus \$3.00 per 100 square foot;
    - B. New electrical with finished interiors/additions - \$100.00 plus \$5.00 per 100 square foot;
    - C. Electrical alterations, renovations, and tenant finishes - \$100.00 plus \$3.00 per 100 square foot;
    - D. Low voltage permit - \$75.00 plus \$2.00 per 100 square foot;
    - E. Electrical service upgrade, temporary electric, generators - \$75.00;
    - F. Electric pole-base lighting - \$100.00 plus \$25.00 per pole;
    - G. Minor electrical work\* - \$75.00.
  - (3) Commercial HVAC permit fees:

- A. New HVAC shell buildings - \$100.00 plus \$3.00 per 100 square foot;
- B. New HVAC with finished interiors/additions - \$100.00 plus \$5.00 per 100 square foot;
- C. HVAC alterations, renovations, and tenant finishes - \$100.00 plus \$3.00 per 100 square foot;
- D. Replacement of furnace, A/C, heat pump, air handler, ventilation, cooling systems, boilers or water heater - \$75.00 per unit;
- E. Kitchen exhaust hood, refrigeration or walk-in coolers - \$75.00;
- F. Gas piping - \$75.00;
- G. Fireplace - \$75.00;
- H. Minor HVAC work\* - \$75.00.

(4) Fire suppression permit fees:

- A. New fire suppression shell buildings - \$100.00 plus \$2.00 per 100 square foot;
- B. New fire suppression with finished interiors/additions - \$100.00 plus \$3.00 per 100 square foot;
- C. Fire suppression alterations, renovations, and tenant finishes - \$100.00 plus \$2.00 per 100 square foot;
- D. Kitchen hood suppression system - \$100.00;
- E. Minor fire suppression work - \$75.00.

(5) Fire alarm permit fees:

- A. New fire alarm shell buildings - \$100.00 plus \$2.00 per 100 square foot;
- B. New fire alarm with finished interiors/additions - \$100.00 plus \$3.00 per 100 square foot;
- C. Fire alarm alterations, renovations, and tenant finishes - \$100.00 plus \$2.00 per 100 square foot;
- D. Minor fire alarm work - \$75.00.

(6) Commercial plumbing permit fees: Permit fees are determined by Franklin County Public Health. All permitting is completed by the City of Reynoldsburg.

(7) Commercial sign permit fees:

- A. Wall signs, projected signs, awning/canopy - \$50.00 each;
- B. Ground sign or pole - \$100.00 each;

(8) Commercial swimming pool permit fee:

- A. Pools - \$150.00.

(9) Miscellaneous commercial fees.

- A. Certificate of occupancy - \$100.00;
- B. Temporary certificate of occupancy - \$150.00;
- C. Building inspection card replacement - \$50.00;
- D. 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) - \$75.00;
- E. Re-inspection fee - \$75.00;
- F. Special inspections (inspections required/requested other than during regular business hours) - \$100.00 per hour minimum of three hours;
- G. Extension of a permit (which has expired for 180 days or less) - fee is one-half the amount required for a new permit;

- H. Work started without a permit - Twice the regular permit fees;
- I. Industrialized units, pre-fabricated assemblies, relocated building(s) - \$150.00 per unit/building;
- J. Temporary/construction office trailer - \$75.00 per trailer;
- K. New communication tower - \$1,500;
- L. Communication tower modification - \$500.00;
- M. Note: The fees listed here do not include the State of Ohio three percent (3%) fees.

\*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.)

#### **1305.04 PLUMBING PERMIT.**

(a) Plumbing permits shall be required as follows:

- (1) For all buildings, a separate plumbing permit shall be required for each certified address.
- (b) Plumbing permit fees will be the fee charged the City of Reynoldsburg by the contracted plumbing inspection provider.
- (c) Permits for private sewage disposal systems shall be obtained from Franklin County Public Health.

(Ord. 60-17. Passed 6-12-17.)

#### **1305.05 PERMIT ADDRESSES.**

For all permits excluding plumbing, a separate permit shall be required for each certified address, unless otherwise directed by the Chief Building Official.

(Ord. 60-17. Passed 6-12-17.)

#### **1305.06 CERTIFICATE OF OCCUPANCY.**

(a) No new building, or structure shall be used or occupied and no change in the existing type of occupancy classification of a building or portion thereof shall be made until the Chief Building Official has issued a certificate of occupancy.

(b) A separate certificate of occupancy shall be required for each certified address.

(Ord. 60-17. Passed 6-12-17.)

#### **1305.07 DEMOLITION PERMIT.**

(a) A demolition permit shall be required for any work in conjunction with the demolition of any portion of an existing building or structure.

(b) No permit to remove or raze a building or accessory structure shall be granted until notice of the application therefore has been given to the owners of the lots adjoining the lot upon which the building or accessory structure is to be moved, and to the owners of wires or other impediments the removal of which will be necessary; not until a bond of not less than ten thousand dollars (\$10,000) has been filed with the Service Director to indemnify the City for damages.

(Ord. 60-17. Passed 6-12-17.)

#### **1305.08 RE-INSPECTIONS.**

(a) In the event that work covered by any permit or inspection required by the Building Code is not installed or completed, or both, in accordance with the Building Code, thereby requires one or more re-inspections, the building inspector shall assess a fee for each re-inspection.

(b) The building inspector may waive the requirement for a re-inspection fee if it is determined that failure to complete or install the work according to the Building Code was caused by circumstance beyond the control of the contractor/owner.

(Ord. 60-17. Passed 6-12-17.)

### **1305.09 CONTRACTOR REGISTRATION.**

(a) Contractor registration shall be required by any contractor who may work in the City. All registrations expire on December 31st of the year issued. Contractors entering the City must apply prior to working their first job. Before the issuance of a contractor's registration, each registrant shall furnish proof of premises operations liability insurance with a minimum combined bodily injury and property damage limit of five hundred thousand dollars (\$500,000) listing the City as the certificate holder or equivalent. The City also requires a thirty day notice of cancellation. All contractors must comply with all applicable building codes and codified ordinances of the City of Reynoldsburg. The Service Director of the City may revoke a contractor's registration if the work for which the permit is granted does not comply with applicable building codes or the construction specification requirements enforced by the City of Reynoldsburg.

(b) The fee for contractor registration is seventy-five dollars (\$75.00) per trade.

(c) A ten thousand dollar (\$10,000) bond will be required for any work approved by the Building Division occurring in the City right-of-way.

(d) The following contractors must have a license from the State of Ohio, and proof of insurance in order to obtain a City of Reynoldsburg contractor's registration including but not limited to:

- (1) Heating, ventilation, and air conditioning contractor;
- (2) Refrigeration contractor;
- (3) Hydronics contractor;
- (4) Electrical contractor;
- (5) Plumbing contractor; or
- (6) Fire protection contractor.

(e) The following contractors must provide proof of insurance in order to obtain a City of Reynoldsburg contractor's registration including but not limited to:

- (1) General contractor;
- (2) Concrete contractor;
- (3) Home improvement contractor;
- (4) Sign contractor;
- (5) Asphalt contractor;
- (6) Swimming pool contractor;
- (7) Low voltage contractor;
- (8) Excavation contractor;
- (9) Landscape contractor;
- (10) Masonry contractor;
- (11) Framing contractor;

(12) Siding contractor;

(13) Roofing contractor; or

(14) Insulation contractor.

(f) General contractors shall list every subcontractor on each job. General contractors that intend to do work that would normally be done by a subcontractor shall obtain a registration for that trade in addition to the general license. Framing, masonry, drainage, siding, roofing, and insulation are considered normal functions of the general contractor. The general contractor may not perform subcontract functions unless he has a general contract for the entire building.

(g) The fee for starting work without registering as a contractor shall be twice the regular registration fee.

(Ord. 60-17. Passed 6-12-17.)

### **1305.10 GRANTING AND REVOKING OF PERMITS.**

(a) Permit Required. A permit shall be obtained before beginning construction, alteration or repairs, other than ordinary repairs (maintenance). Approval from all City departments shall be obtained before a permit will be granted.

(b) Any person wanting to do any work which requires a permit shall pay the required fees to the City of Reynoldsburg, Building Division at the time the permit is issued. The applicant shall reimburse the City for expenses involved for any plan review or other contracted consultant services required to satisfy needs for the issuance of a permit. Permits shall not be issued until these expenses and or fees have been paid.

(c) Any owner, contractor or authorized agent who desires to obtain a permit shall first make application to the Chief Building Official. Each application for a permit shall be filed with the Chief Building Official. The application shall be signed by the owner or his/her agent. The permit application shall contain a general description of the proposed work, site address, applicants address and any other information pertaining to the permit.

(d) When a permit is issued, there shall be no refund after the fees have been deposited into the City of Reynoldsburg accounts.

(e) A permit shall be revoked if after six months the work for which the permit is granted has not continuously progressed toward completion.

(f) Application for which no permit is issued within 180 days of filing shall be deemed expired. Reapplication shall include resubmittal of plans and fees. One extension of time for a period of not more than ninety days shall be permitted to be allowed by the Chief Building Official for the application, provided the extension is requested in writing and justifiable cause is demonstrated.

(g) A person holding an unexpired permit shall be permitted to apply for a one-time 180 day extension provided the person shows good and satisfactory reasons beyond control that the work cannot be commenced within the 180 day period from the original permit issue date. No additional fee is required for this one-time extension.

(h) A permit which has expired for 180 days or less shall be permitted to be renewed provided no changes have been made in the original plans and specifications and provided no code changes have taken place. The renewal fee shall be one-half the amount required for a new permit. Permits which have been expired for greater than 180 days require a new application and payment of the full permit fee.

(i) If a permit has been revoked for noncompliance, a new permit shall be obtained if the work is to be corrected and completed by another party.

(j) The fee for work started without a permit shall be twice the regular permit fee.

(Ord. 60-17. Passed 6-12-17.)

### **1305.11 EXEMPTIONS.**

(a) The building code shall be applicable to the buildings owned and occupied by the City, its departments and divisions; and the City shall comply with all building code requirements. The City shall be exempt from payment of fees relating to work performed solely by City employees upon City-owned buildings, structures or sites. Fees which may be exempt in such limited circumstances include

those normally assessed for permits, certificates, inspections, and appeals. Work performed for the City by any other person, firm, or corporations shall comply fully with all building code requirements including payment of all applicable fees.

(b) The provisions of division (a) hereof also apply to the counties of Fairfield, Franklin, and Licking, the State of Ohio, the United States of America, the Truro Township Trustees, the Metropolitan Park Board, and the Reynoldsburg Board of Education.

(Ord. 60-17. Passed 6-12-17.)

### **1305.12 STATE FEES.**

(a) All construction permits issued for work regulated by the Ohio Building Code will be assessed a State fee of three percent (3%).

(b) All construction permits issued for work regulated by the Residential Code of Ohio will be assessed a State fee of one percent (1%).

(Ord. 60-17. Passed 6-12-17; Ord. 117-17. Passed 10-23-17.)