



**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:** (The following information applies to the *entire building*, not just the construction area) (OBC 107.2.3)

No. of buildings: \_\_\_\_\_ No. of units: \_\_\_\_\_ No. of stories: \_\_\_\_\_ Building height: \_\_\_\_\_

Occupant load: \_\_\_\_\_ Mixed use group(s)?  No  Yes  Separated  Non-separated

Building Sprinkler system? \_\_\_\_\_ Type 1 hood suppression? \_\_\_\_\_ Building fire alarm system? \_\_\_\_\_

Fire detection system? \_\_\_\_\_ Smoke detection system? \_\_\_\_\_

**11 MINOR BUILDING WORK:**

<input type="checkbox"/> Roof - new or repair	\$75.00	<input type="checkbox"/> Window(s) - new or replacement with no alterations to the structure	\$75.00
<input type="checkbox"/> Siding - new or repair	\$75.00	<input type="checkbox"/> Door(s) - new or replacement with no alterations to the structure	\$75.00
<input type="checkbox"/> Other: _____			\$75.00

(minor work is determined by the Building Official)

**12 ELECTRIC:** (please indicate quantity)

<input type="checkbox"/> Electrical service upgrade	\$75.00	<input type="checkbox"/> Meter repair/replacement	\$75.00
<input type="checkbox"/> Temporary electric service	\$75.00	<input type="checkbox"/> Generator(s)	\$75.00
<input type="checkbox"/> Other: _____			\$75.00

(minor work is determined by the Building Official)

**13 HVAC:** (please indicate quantity)

<input type="checkbox"/> Furnace - new or replacement	\$75.00	<input type="checkbox"/> Ventilation - new or replacement	\$75.00
<input type="checkbox"/> A/C - new or replacement	\$75.00	<input type="checkbox"/> Water Heater - retrofit replacement	\$75.00
<input type="checkbox"/> Heatpump - new or replacement	\$75.00	<input type="checkbox"/> Gas Piping	\$75.00
<input type="checkbox"/> Air Handler - new or replacement	\$75.00	<input type="checkbox"/> Cooling Systems	\$75.00
<input type="checkbox"/> Kitchen exhaust hood	\$75.00	<input type="checkbox"/> Refrigeration/Walk-in coolers	\$75.00
<input type="checkbox"/> Other: _____			\$75.00

(minor work is determined by the Building Official)

**14 CERTIFICATION**

I certify that I am the \_\_\_\_\_ Owner \_\_\_\_\_ Agent for 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 sent to my attention at the address shown on page one (1).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**15 THE AREA BELOW IS FOR OFFICE USE ONLY**

Date received: \_\_\_\_\_ Project No. \_\_\_\_\_ Permit No. \_\_\_\_\_

Walk in  Mail in  Processed by: \_\_\_\_\_

Building Official: \_\_\_\_\_ Date: \_\_\_\_\_

Square Footage of work area: \_\_\_\_\_

Building Fees: \_\_\_\_\_ Electrical Fees: \_\_\_\_\_ HVAC Fees: \_\_\_\_\_

Gas Piping Fees: \_\_\_\_\_ Hood Fees: \_\_\_\_\_ Refrigeration Fees: \_\_\_\_\_

Other: \_\_\_\_\_ 3% State Fees: \_\_\_\_\_

**TOTAL PERMIT FEES:** \_\_\_\_\_

## **DIRECTIONS FOR COMPLETING THE CITY OF REYNOLDSBURG COMMERCIAL BUILDING PERMIT APPLICATION**

In accordance with Ohio Revised Code, Section 3791.04 and the Ohio Building Code (OBC), Section 105, before beginning the construction, erection, alteration, repair, moving of a building or structure or part of a building or structure, or replacement of electrical, mechanical, gas regulated by the Ohio Building Code, application shall first be made to the building official and obtain the required approval.

**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/BUILDING LOCATION:** Provide complete information identifying the location of the building where the construction or renovation will occur.
5. **BRIEF DESCRIPTION OF THE SCOPE OF WORK COVERED UNDER THIS APPLICATION:** Please provide the project cost, square footage of the work area, and 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 project applicant.
8. **DESIGNER INFORMATION:** Section 106.2 of the Ohio Building Code requires that the design professional be identified including the design professional's Ohio registration number.
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:** The information provided applies to the entire building and is not limited to the construction area. Even when the proposed project is a partial building renovation or a building addition, the information for the entire building is required.
11. **MINOR BUILDING WORK:** Please indicate all that apply to this permit. "Other" work will be determined by the Building Official.
12. **ELECTRIC:** Please indicate all that apply to this permit. "Other" work will be determined by the Building Official.
13. **HVAC:** Please indicate all that apply to this permit. "Other" work will be determined by the Building Official.
14. **CERTIFICATION:** The application cannot be processed if this section is not complete.
15. **OFFICE USE ONLY:** This section is reserved for our office use only. Please do not mark in this area.

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.

Revised 7/14/17

## COMMERCIAL PERMIT FEES

### Commercial Plan Review Fees performed by a contracted plan reviewer

All Buildings, Accessory Structures and Residential Structures above three (3) 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 \$75.00 processing fee.

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

### Commercial Building Permit Fees

New Shell Buildings – \$200.00 plus \$4.00 per 100 square foot  
New Structures with finished interiors and Additions - \$200.00 plus \$7.00 per 100 square foot  
Alterations, Renovations, and Tenant Finishes – \$200.00 plus \$4.00 per 100 square foot  
Decks - \$100.00  
Demolition Permit -- \$200.00  
Tents (regulated by the Ohio Building Code) - \$50.00 for the first tent, \$25.00 for each additional tent  
Minor Work - \$75.00

### Commercial Electrical Permit Fees

New Electrical Shell Buildings - \$100.00 plus \$3.00 per 100 square foot  
New Electrical with finished interiors/Additions - \$100.00 plus \$5.00 per 100 square foot  
Electrical Alterations, Renovations, and Tenant Finishes – \$100.00 plus \$3.00 per 100 square foot  
Low voltage permit - \$75.00 plus \$2.00 per 100 square foot  
Electrical Service upgrade, Temporary Electric, Generators - \$75.00  
Electric Pole-Base Lighting - \$100.00 plus \$25.00 per pole  
Minor Electrical Work\* - \$75.00

### Commercial HVAC Permit Fees

New HVAC Shell Buildings - \$100.00 plus \$3.00 per 100 square foot  
New HVAC with finished interiors/Additions - \$100.00 plus \$5.00 per 100 square foot  
HVAC Alterations, Renovations, and Tenant Finishes – \$100.00 plus \$3.00 per 100 square foot  
Replacement of Furnace, A/C, Heat pump, Air Handler, Ventilation, Cooling Systems, Boilers or Water Heater - \$75.00 per unit  
Kitchen Exhaust Hood, Refrigeration or Walk-in Coolers - \$75.00  
Gas Piping - \$75.00  
Fireplace - \$75.00  
Minor HVAC Work\* - \$75.00

### Fire Suppression Permit Fees

New Fire Suppression Shell Buildings - \$100.00 plus \$2.00 per 100 square foot  
New Fire Suppression with finished interiors/Additions - \$100.00 plus \$3.00 per 100 square foot  
Fire Suppression Alterations, Renovations, and Tenant Finishes – \$100.00 plus \$2.00 per 100 square foot  
Kitchen Hood Suppression System - \$100.00  
Minor Fire Suppression Work - \$75.00

### Fire Alarm Permit Fees

New Fire Alarm Shell Buildings - \$100.00 plus \$2.00 per 100 square foot  
New Fire Alarm with finished interiors/Additions - \$100.00 plus \$3.00 per 100 square foot  
Fire Alarm Alterations, Renovations, and Tenant Finishes – \$100.00 plus \$2.00 per 100 square foot  
Minor Fire Alarm Work - \$75.00

### Commercial Sign Permit Fees

Wall Signs, Projected Signs, Awning/Canopy - \$50.00 each  
Ground Sign or Pole - \$100.00 each

### Commercial Swimming Pool Permit Fee

Pools - \$150.00

### Miscellaneous Commercial Fees

Certificate of Occupancy - \$100.00  
Temporary Certificate of Occupancy - \$150.00  
Building Inspection Card Replacement - \$50.00  
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  
Re-inspection fee - \$75.00  
Special Inspections (inspections required/requested other than during regular business hours) - \$100.00 per hour minimum of three (3) hours  
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  
New Communication Tower - \$1,500.00  
Communication Tower modification - \$500.00

Note: The fees listed here do not include the State of Ohio 3% fees.