

**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.

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 all that apply to this permit. "Other" work will be determined/approved by the Building Official.
12. **ELECTRIC:** Please indicate the quantity of each that applies to this permit. "Other" work will be determined/approved by the Building Official.
13. **HVAC:** Please indicate the quantity of each that applies to this permit. "Other" work will be determined/approved by the Building Official.
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.

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 FEES

Residential Plan Review Fees performed in-house

New Single Family Dwelling - \$75.00 (for initial review and 1 re-submittal)
New Two and Three Family Dwellings - \$50.00 per unit (for initial review and 1 re-submittal)
Alterations, Additions, and Accessory Structures - \$40.00 (for initial review and 1 re-submittal)
Plan Revision - \$25.00

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

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 \$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.

Residential Building Permit Fees

New Structures (One, Two & Three Family Dwellings) - \$300.00 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* -- \$50.00
Demolition Permits -- \$100.00

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 - \$50.00
Minor Electrical Work* - \$50.00

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 - \$50.00 per unit
Gas Piping - \$50.00
Fireplace - \$50.00
Minor HVAC Work* - \$50.00

Residential Swimming Pool Permit Fees

Above Ground pool - \$50.00
In-Ground pool - \$100.00

Miscellaneous Residential Fees

Certificate of Occupancy - \$75.00
Temporary Certificate of Occupancy - \$125.00
Building Inspection Card Replacement - \$50.00
Inspection fee (to secure a building structure or site) - \$75.00
Re-inspection fee - \$50.00
Special Inspections (inspections required/requested other than during regular business hours) - \$100.00 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

Note: The fees listed here do not include the State of Ohio 1% fees.