

CHAPTER 1321

Permits and Fees

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CROSS REFERENCES

Power to license - see Ohio R.C. 715.27

1321.01 DEVELOPMENT PLAN FEE. (REPEALED)

(EDITOR'S NOTE: This section was repealed by Ordinance 2003-060, passed July 28, 2003.)

1321.02 BUILDING PLAN APPROVAL. (REPEALED)

(EDITOR'S NOTE: This section was repealed by Ordinance 2003-060, passed July 28, 2003.)

1321.03 COMPUTATION OF FEES.

All fees shall be computed on a square foot (sq. ft.) per floor basis, including basement and sub-basements, measuring the outside dimensions at each floor level, except where a fixed base fee has been established.

(a) One Family Residential:

\$345.00 per building

\$201.25 Plan Examination fee. (Includes original submittal and (one) I resubmittal; additional resubmittal shall be \$100.00 per submittal).

Two and Three Family Residential:

\$345.00 for the first unit; \$230.00 each additional unit.

\$230.00 Plan Examination fee. (Includes original submittal and (one) 1 resubmittal; additional resubmittal shall be \$150.00 per submittal).

(b) Additions, Alterations, Garages, Accessory Buildings in Residential Areas including Attached and Enclosed Patios, Porches and Decks:

\$86.25 up to and including 700 square feet.

Over 700 square feet, \$86.25 plus \$5.75 per

100 square feet or fraction thereof.

\$28.75 plus \$2.50 per 100 square feet Plan Examination fee, non-refundable.

\$25.00 Certificate of Plan Approval and Permit Extension fee

Carports, Patios, Porches and Decks.

\$17.25 Permit fee; plus

\$28.75 Plan Examination fee, non-refundable.

Replacement Doors, Windows, Siding and Roofing \$25.00

(c) Requirement for State of Ohio 1% fee. In accordance with Section 103.2.4.2 Board Assessment of the Residential Code of Ohio for One, Two and Three Family Dwellings (RCO); the City of Groveport shall collect on behalf of the Board of Building Standards an assessment equal to one percent (1 %) of the fees imposed for approvals, the acceptance and approvals of plans and specifications, and for the making of inspections for those structures governed by the RCO.

Note: Sheds and accessory structures less than 200 square feet in area do not require a building permit but do require zoning approval.

(d) Ohio Building Code: All other structures, alterations and additions thereto as regulated by the Ohio Building Code:

- (1) Plan examination fee. (Includes original submittal and (one) 1 resubmittal; additional resubmittal shall be \$100.00 per submittal).
- A. \$230.00 per structure, addition or alteration plus \$5.75 per each 100 square feet or fraction thereof. The maximum fee for a single structure shall not exceed \$2,875.00 For the initial plan review any additional costs incurred by the Plans Examiner after the permit is issued shall be paid by the permit holder prior to the issuance of a building Certificate of Occupancy.
- B. Warehouse Racking: (not including mezzanines), stand alone demising walls and other similar alterations when approved by the Building Official; one hundred seventy two dollars and fifty cents (\$172.50) plus sixty cents (\$.60) for each lineal feet of wall or racking. (Not more than 2 sections of racking back to back shall be considered a single row).
- C. Signs shall be one hundred fifty dollars (\$150.00) per sign
- (2) Building permit fee:
- A. \$345.00 plus \$5.75 per 100 square feet or any fraction thereof. Multi-family \$345.00 for the first unit and \$230.00 for each additional unit per building.
- B. Warehouse Racking: (not including mezzanines), stand alone demising walls and other similar alterations when approved by the Building Official: one hundred seventy two dollars and fifty cents (\$172.50) plus sixty cents (\$.60) for each lineal feet of wall or single row of racking. (Not more than 2 sections of racking back to back shall be considered a single row).
- C. Pole or Ground Signs shall be \$100.00 per sign
Wall or projection signs shall be \$50.00 per sign
- (e) Requirement of Ohio 3% Fees. In accordance with and pursuant to S.B. 359 and Rule 410 I :2-1-50 of the Ohio Administrative Code adopted by the Board of Building Standards, the City shall collect for the Board a fee of three percent (3%) for the acceptance and approval of plans and specifications and for the making of all inspections pursuant to Ohio R.C. 378 1.1 02(f)(1) and remit such fees monthly within sixty days of the close of such month for those structures governed by the Ohio Building Code.
- (f) Development/Recreation Fee: Fee shall be collected and deposited into the City park escrow account. Said fee shall be used for the maintenance and development of park lands within the City.
Commercial - \$230.00 per acre or fraction thereof, plus \$.03 per square foot of building.
Residential - \$230.00 for each unit.
- (g) Replacement Permit Fee:
\$57.50 replacement fee for building permits, sign off cards or approved plans.
- (h) Demolition Permit Fee:
\$57.50 demolition permit fee for residential or commercial.
(Ord. 14-044. Passed 10-27-14.)

1321.04 PERMITS REQUIRED; QUALIFICATIONS.

(a) No person shall commence to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish any building or structure in the City or cause the same to be done, without first obtaining a separate permit for each such building or structure from the Building Inspector.

(b) No building permit shall be issued until a grading plan showing existing and proposed grades and drainage from or onto adjacent property has been approved by the City Engineer.

(c) No building permit shall be issued to any person, firm or corporation who is in violation of this Building Code, who is under citation by the Inspector for any violation of the Building Code, or who has willfully failed to comply with a lawful order of the Inspector.
(Ord. 08-034. Passed 6-23-08.)

1321.05 PERMIT APPLICATION.

To obtain a permit, the applicant shall first file an application therefor in writing on a form furnished for that purpose. Each application shall:

- (a) Describe the land on which the proposed work is to be done, by lot, block, tract, house and street address or similar description that will readily identify and definitely locate the proposed building or work;
- (b) Show the use or occupancy of all parts of the building;
- (c) Be accompanied by plans and specifications as are required in Section 1321.07(a);
- (d) State the valuation of the proposed work;
- (e) Give all other information as reasonably may be required by the Building Inspector.
(Ord. 08-034. Passed 6-23-08.)

1321.06 CHANGES.

If, during the prosecution of work under a permit, it is necessary to make any changes in the plans or contract, the permit holder shall notify the Building Inspector in writing of the proposed changes. If approved, the changes shall be added to the original permit file, and if the square footage of the work is thereby increased so much as to require a higher permit fee, the additional sum shall be collected in accordance with the schedule set forth herein.
(Ord. 08-034. Passed 6-23-08.)

1321.07 PLANS; SPECIFICATIONS; CONSTRUCTION LAYOUT; EXCEPTIONS.

(a) Each application for a permit regulated by the Ohio Building Code shall be accompanied by four sets of plans and specifications. Each application for a permit regulated by the residential building code shall be accompanied by two sets of plans and specifications.

(b) Plans and specifications for buildings shall be prepared by a licensed architect, engineer or qualified draftsman and be drawn to scale upon a substantial paper or cloth of sufficient clarity to indicate the nature and extent of the work proposed and to show in detail that it will conform to the provisions of the Building Code and all relevant laws, ordinances, rules and regulations. The first sheet of each set of plans shall give the lot number and subdivision name, the street address of the work and the name of the owner or agent and

person who prepared them. Plans shall include a plot plan signed by a registered surveyor showing the location of the proposed building and of every existing building adjacent on the property.

(c) The outline of the proposed building shall be staked out on the ground by a registered surveyor with sufficient permanency that the Inspector may determine that the footers and walls are constructed according to the layout stakes.

(Ord. 08-034. Passed 6-23-08.)

1321.08 EFFECT OF PERMIT ISSUANCE.

(a) The issuance of granting of a permit or approval of plans and specifications shall not be construed to be a permit for an approval of any violation of any provisions of the Building Code.

(b) The issuance of a permit based upon plans and specifications shall not prevent the Building Official from thereafter requiring the correction of errors in such plans and specifications or from preventing building operations being carried on thereunder when in violation of the Building Code or any other ordinances of the Village.

(Ord. 08-034. Passed 6-23-08.)

1321.09 PERMIT EXPIRATION.

(a) A permit under which no work is commenced within six months after issuance or under which work is commenced and later discontinued for at least six months shall expire by limitation and a new permit shall be secured before work is started or resumed, as the case may be. Money paid therefore, shall in no case be refunded unless such permit is not used and is returned within six months after the date of issuance. All plan review fees are nonrefundable.

(b) A permit application that has been disapproved during plan review and has not been resubmitted for approval within a period of six months from the disapproval shall be void and a new application shall be submitted for approval. Money paid therefore, shall in no case be refunded unless such refund is requested in writing by the applicant within six months after the disapproval. All plan review fees are nonrefundable.

(Ord. 08-034. Passed 6-23-08.)

1321.10 FEES REQUIRED; DOUBLE FEES.

(a) Any person desiring to do or cause to be done any work for which a permit is issued shall pay to the Director of Finance a fee in the amount fixed by this Building Code.

(b) Where work for which a permit is required by the Building Code is started or proceeded with, prior to obtaining such a permit, the fees shall be doubled. The payment of double fees shall not relieve any persons from fully complying with requirements of the Building Code in the execution of the work nor from any other penalties prescribed.

(c) When extra inspections are required because of work being found not in accordance with the provisions of the Building Code or because of inaccurate information furnished by the applicant for a permit, a reinspection fee of (\$57.50) may be charged for each additional trip made by the inspector.

(Ord. 08-034. Passed 6-23-08.)

1321.11 USE OR OCCUPANCY; CERTIFICATES REQUIRED.

(a) Nonresidential. No new building or structure in a nonresidential classification shall be used or occupied and no change in the existing occupancy of any building or structure or portion thereof shall be made until the Building Official has issued a Certificate of Occupancy therefor as provided herein.

(b) Residential. No building or structure, or any portion thereof, used or intended for use as a private residence or apartment dwelling shall be so used or occupied until the Building Official has issued a Certificate of Occupancy therefor.

(c) Certificate of Occupancy. No builder, general contractor, owner or tenant shall knowingly permit a building or structure as described in subsection (a) and (b) hereof to be used or occupied until such time as there has been issued a Certificate of Occupancy.

(Ord. 08-034. Passed 6-23-08.)

1321.12 REQUIREMENTS FOR CERTIFICATE OF OCCUPANCY. (REPEALED)

EDITOR'S NOTE: Former Section 1321.12 was repealed by Ordinance 2006-070, passed November 27, 2006.

1321.13 CERTIFICATE ISSUANCE. (REPEALED)

EDITOR'S NOTE: Former Section 1321.13 was repealed by Ordinance 2006-070, passed November 27, 2006.

1321.14 REQUIREMENTS FOR TEMPORARY CERTIFICATE. (REPEALED)

EDITOR'S NOTE: Former Section 1321.14 was repealed by Ordinance 2006-070, passed November 27, 2006.

1321.15 POSTING.

The Certificate of Occupancy shall be posted by the builder, owner or general contractor in a conspicuous place on the premises and shall not be removed except by the Building Official.

(Ord. 08-034. Passed 6-23-08.)

1321.16 CERTIFICATE OF OCCUPANCY FEES.

(a) The fee for a Certificate of Occupancy for single family dwellings shall be one hundred thirty eight dollars (\$138.00) and is nonrefundable.

(b) The fee for a Certificate of Occupancy for multi-family dwellings shall be one hundred seventy two dollars and fifty cents (\$172.50) for the first unit and fifty seven dollars and fifty cents (\$57.50) for each additional unit per building.

(c) The fee for a Certificate of Occupancy for nonresidential structures shall be two hundred thirty dollars (\$230.00) per unit or tenant space and is nonrefundable.

(d) The fee for a Temporary Certificate of Occupancy for one, two and three family dwelling shall be eighty-six dollars and twenty five cents (\$86.25) per unit and is nonrefundable.

(e) The fee for a multifamily dwellings four family and up and nonresidential temporary, partial or time limited certificate of occupancy shall be two hundred thirty dollars (\$230.00) per unit or tenant space.

(f) Temporary, partial or time limited certificates of occupancy are valid for a period of thirty days and can only be extended when approved by the Building Official and upon repayment of the temporary occupancy fee. (Ord. 08-034. Passed 6-23-08.)

1321.17 ELECTRICAL PERMITS; FEE; REVOCATIONS.

(a) Permits. No person shall commence or proceed with the installation, alteration or repair of any electrical equipment in or about any building in the City without first obtaining from the Building Department, a permit to do such work. No permit shall be required for such work as repairing drop cords, repairing existing heating, ventilating, air conditioning and refrigerating equipment, and provided that in cases where an emergency or urgent necessity exists such electrical work may be proceeded with, prior to the obtaining of a permit, if a person obtains the necessary permit as soon as the office of the Building Official is open for business. Correct information shall be furnished by the applicant for a permit on blanks furnished by the Building Official, giving the location of the premises, by house number, where work is to be done, name of owner, number of outlets or fixtures, motors or other equipment and any other information pertaining to the work that may be required.

(b) The fee for a new one, two and three and multifamily dwellings shall be one hundred twenty six dollars and fifty cents (\$126.50) per unit.

(c) Fees. The base fee for all work not included in subsection (b) shall be thirty four dollars and fifty cents (\$34.50) plus the following:

- (1) The service entrance fee shall be thirty-five cents (\$.35) per ampere rating of the switch for each permanent and/or temporary service and/or sub- panel.
- (2) The first 100 outlets and fixtures, including switches, motors, appliances and receptacles shall be sixty cents (\$.60) each. Over 100 outlets and fixtures including switches and receptacles shall be fifty cents (\$.50) each.
- (3) Connected solid \$2.50 each, including motors, rectifiers and air conditioners.
- (4) Radiant panel heater and baseboard heaters: Radiant panel heater up to ten shall be twenty five dollars (\$25.00) per panel; for over ten panels shall be five dollars (\$5.00) each unit; Maximum fee for any one dwelling unit shall be forty dollars and twenty-five cents (\$40.25).
- (5) Generators, each (temporary or permanent) seventy five dollars (\$75.00)

(d) Each permit issued by the Building Official shall be subject to revocation by the Building Official whenever it appears that such work is being constructed as to violate any of the terms or conditions of this Building Code, or any other subsection hereof or any State statute relating to the installation of electrical work in buildings. Revocation of the permit shall be in writing and served upon the owner or upon the superintendent or contractor in charge of the work and posted upon the building or structure for which such permit was granted. From and after revocation of the permit and the posting of such notice, all work of every kind and character that will prevent or obstruct the necessary changes or additions to the electrical work on such building or structure, shall be discontinued.

(Ord. 08-034. Passed 6-23-08.)

1321.18 SITE INSPECTION PRIOR TO COVERING.

All electrical wire conduit outlets, receptacles, switches and circuit breakers shall be installed on the job site and no drywall or wall covering shall be installed until same has been inspected.

(Ord. 08-034. Passed 6-23-08.)

1321.19 HEATING, VENTILATING AND AIR CONDITIONING PERMITS.

(a) Permit Required. Upon checking for compliance with this chapter or any other ordinance governing such work, an approval of the plant, a heating, ventilating, air conditioning or portable heating appliance permit, shall be secured from the Building Department by the holder of a license to do such work, or by the firm or corporation employing a holder of such license or by an owner on his own residence, before any work is started on the installation, upon payment of the fee as required in subsection (b) hereof, and the permit or copy thereof shall be posted at the site at all times during the course of construction.

This permit shall be required to install or replace any heating, ventilating or air conditioning unit, or to add any air outlets or heating units, including central heating plant, conversion burner, direct-fired unit heater, space heater, portable heating appliance and floor furnace.

(b) Space Heating Appliances. The permit fee for the installation or replacement of each space heating appliance, is based on BTU input for warm air furnaces unless otherwise stated, including duct work, boilers, commercial conversion burners and commercial dryers.

(c) Fee Schedule.

(1) Residential:

A. The fee for a new residential one, two, three and multifamily dwellings shall be \$115.00 per unit.

B. Replacement Heating (warm air, heat pump, etc.)	\$34.50
C. Replacement Cooling:	\$34.50
D. When installing heating and cooling at the same time:	\$57.50
E. Alterations to an existing system:	\$28.75
F. Minimum fee shall be	\$25.00

NOTE: Each unit in a multi-family dwelling shall be considered as a single unit and permitted as such.

(2) Commercial.

Warm air furnaces and boilers:

Up to 100,000 BTU or 29,300 watts

46.00

101,000 to 200,000 BTU or 58.6 KW	69.00
201,000 to 300,000 BTU or 87.9 KW	80.50

Over 300,000 BTU or 87.9 KW add \$23.00 for each additional 100,000 BTU
 Building Service Piping base fee \$50.00; plus .50 per each lineal foot of piping

RTU's per unit \$50.00

(3) Electrical perimeter radiant heating: The fee for electric baseboard or radiant heating shall be based on the total wattage as set forth above.

(4) Heat pumps:

Less than 10 tons	\$80.00
Over 10 tons	\$120.00

(5) Air conditioning systems:

5 tons and below, per unit	\$50.00
Over 5 tons, per unit	\$95.00

Product Refrigeration

Less than 5 tons	\$50.00
5-10 tons	\$80.00
11-20 tons	\$110.00

each additional ton over 20 shall be \$5.00 per ton

(6) Ventilating systems:

5,000 or less cfm	\$40.00
over 5,000 cfm	\$60.00

(7) Commercial alterations where unit is not being changed:

Per opening \$28.75

(8) Fireplaces and chimneys: Masonry, prefabricated, solid fuel fireplaces either free-standing or constructed exposed against wall, will be considered as a heating appliance and require a permit fee. \$34.50

NOTE: Flues extended above roof more than three feet or exposed to exterior shall be encased in a decorative chase matching in appearance the exterior finish of the dwelling or structure. (Ord. 08-034. Passed 6-23-08.)

1321.20 FIRE SUPPRESSION SYSTEM.

No person shall commence or proceed with the installation of any fire suppression system without first obtaining from the Building Department a permit to do such work and paying the appropriate fee therefore. The fee for an automatic sprinkler or other fire suppression systems shall be:

- (a) One hundred seventy two dollars and fifty cents (\$172.50) base processing fee; plus twenty five cents (\$.25) per head fee. Maximum Permit fee two thousand five hundred dollars (\$2,500.00)
- (b) One hundred seventy two dollars and fifty cents (\$172.50) plus three dollars and seventy cents (\$3.70) per 100 square foot gross for plan examinations. The maximum plan review fee for a fire suppression permit shall be three thousand four hundred fifty dollars (\$3,450.00).

(This fee includes the original submittal and one (1) resubmittal).

- (c) Commercial kitchen hood suppression systems. One hundred seventy two dollars and fifty cents (\$172.50) processing fee plus one hundred seventy two dollars and fifty cents (\$172.50) plan review fee. (Includes original submittal and (one) 1 resubmittal; additional resubmittal shall be seventy five dollars (\$75.00) per submittal). (Ord. 08-034. Passed 6-23-08.)

1321.21 FIRE ALARM SYSTEMS.

No person shall commence or proceed with the installation of any fire alarm system without first obtaining from the Building Department a permit to do such work and paying the appropriate fee therefore. The fee for a fire alarm system shall be:

- (a) Permit fifty seven dollars and fifty cents (\$57.50) plus four dollars and sixty cents (\$4.60) for each device, including but not limited to: horn strobe horns, strobes, smoke detectors, flow switches, pull stations, tamper switches, alarm panels, remote key pads, door releases and dampers.
- (b) Plan review fee, one hundred seventy two dollars and fifty cents (\$172.50) plus one dollar and fifteen cents (\$1.15) for each device. (Includes original submittal and (one) 1 resubmittal; additional resubmittal shall be seventy five dollars (\$75.00) per submittal).

(Ord. 08-034. Passed 6-23-08.)

1321.22 TENTS/ MEMBRANE STRUCTURES/AWNINGS/CANOPIES.

No person shall erect, operate or maintain any tent or membrane structure for any purpose without first obtaining a permit from the Building Department. Exception: Temporary tents or membrane structures that are incidental to a residential use or used exclusively for recreational camping purposes.

Permit fees: Processing fee: fifty seven dollars and fifty cents (\$57.50) plus a per structure fee of fifteen dollars (\$15.00) each. Plan review fee: one hundred seventy two dollars and fifty cents (\$172.50) plus eighty six dollars and twenty five cents (\$86.25) for each hour or portion thereof of review time exceeding two hours.

(Ord. 08-034. Passed 6-23-08.)

1321.23 AFTER HOURS INSPECTIONS.

Any permit holder may request an after hours inspection. Such inspection may be approved by the Building Official when an emergency condition exists or when special or unusual circumstances prohibit an inspection during normal hours. An after hour's inspection fee shall be charged and base fee paid prior to the inspection: Fee: fifty seven dollars and fifty cents (\$57.50) base plus fifty seven dollars and fifty cents (\$57.50) per hour per inspection.

(Ord. 08-034. Passed 6-23-08.)

1321.24 LANDSCAPE PLAN REVIEW.

(EDITOR'S NOTE: See Section 1322.02(h) for Landscape Plan Review fee.)

1321.25 SPECIAL FLOOD HAZARD AREA DEVELOPMENT PERMIT.

Permit fee shall be seventy five dollars (\$75.00) plus engineer review fees as determined by engineer. (Ord. 08-034. Passed 6-23-08.)

1321.26 WAIVER.

(a) The fees mentioned in this chapter and 925.03(d) and 933.14 may be waived under the following conditions:

(1) If they are fees of another political subdivision and the assessment of fees would merely be a transfer of assets between two political subdivisions.

(b) Any proposal for waiver of fees shall be by ordinance.

(Ord. 08-034. Passed 6-23-08.)

1321.27 CREDIT/DEBIT CARD CONVENIENCE FEES.

(a) Convenience fees for credit/debit card transactions shall be three and a half percent (3.50%) for each card payment or \$0.50, whichever is greater.

~~(b) Convenience fees for credit/debit card transactions processed through manual terminals or on-line payments located at the Recreation and Community Affairs Departments shall be a fixed fee percentage of three percent (3.0%).~~

1321.99 PENALTY.

(a) Whoever violates any provision of this chapter for which no other penalty is provided, is guilty of a minor misdemeanor.

(b) Each day in which a violation occurs or continues shall be deemed a separate offense.

(Ord. 08-034. Passed 6-23-08.)