

**CITY OF MONROE**

233 South Main Street, Monroe, OH 45050

Phone (888) 433-4642 Fax (937) 433-0949

**BUILDING PERMIT APPLICATION**

**FOR INFORMATION CALL National Inspection Corporation: 1-888-433-4642**

(CHECK ONE) RESIDENTIAL: \_\_\_\_\_ COMMERCIAL: \_\_\_\_\_

APPLICATION DATE: \_\_\_\_\_ EST. PROJECT COST: \$ \_\_\_\_\_ HVAC COST: \$ \_\_\_\_\_ TOT. SQ. FEET: \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_ LOT #: \_\_\_\_\_

PROJECT DESCRIPTION: \_\_\_\_\_ TENANT'S NAME \_\_\_\_\_

PLEASE PRINT	NAME	STREET ADDRESS	CITY, STATE, ZIP	PHONE & FAX NUMBERS
PROPERTY OWNER				
GENERAL CONTRACTOR				
HVAC CONTRACTOR (If applicable)				
ELECTRICAL CONTRACTOR (If applicable)				

**CHECK PERMIT TYPES REQUESTED:** (Check all that apply)

BUILDING \_\_\_\_\_ HVAC \_\_\_\_\_ ELECTRICAL \_\_\_\_\_ FIRE DAMAGE \_\_\_\_\_ CHANGE OF USE / OCCUPANCY \_\_\_\_\_ GAS \_\_\_\_\_

NEW CONSTRUCTION \_\_\_\_\_ ADDITION \_\_\_\_\_ ALTERATION / REMODEL \_\_\_\_\_ ACCESSORY STRUCTURE / POOL \_\_\_\_\_

FIRE SPRINKLER SYSTEM: \_\_\_\_\_ FIRE ALARM SYSTEM: \_\_\_\_\_ KITCH. EXHAUST HOOD: \_\_\_\_\_ SIGN \_\_\_\_\_ OTHER \_\_\_\_\_

3 RESIDENTIAL OR 4 COMMERCIAL SITE & BUILDING PLANS SUBMITTED?: \_\_\_\_\_ ZONING PERMIT ISSUED? \_\_\_\_\_

PROPERTY IN FLOOD PLAIN? \_\_\_\_\_ USE GROUP: \_\_\_\_\_ CONSTRUCTION TYPE: \_\_\_\_\_ OCCUPANT LOAD: \_\_\_\_\_

The Applicant being the Owner or Owner's Agent has submitted construction plans, specifications, and plot plans that are incorporated into and made part of this application. In consideration of the granting of the permit hereby requested, the Applicant agrees to ensure the related work is completed in accordance with the terms of the permit and applicable State and local laws and regulations. The Applicant acknowledges it is the responsibility of the Applicant to verify and comply with all easements, rights of way and plat covenants and restrictions of record affecting the said property. Applicant will notify the Building Inspector upon start of construction, call for required inspections and will not use or occupy the structure until a Certificate of Occupancy or Completion (full or conditional) has been issued by the Building Inspector.

I certify that I have examined this application and all information in this application is true and correct.

APPLICANT'S NAME (PLEASE PRINT): \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

\*\*\*\*\* OFFICE USE ONLY \*\*\*\*\*

DEPOSIT AMOUNT \$ \_\_\_\_\_ RECEIVED BY \_\_\_\_\_ REFERENCE \_\_\_\_\_

APPROVED / NOT APPROVED \_\_\_\_\_ (C.B.O.) DATE: \_\_\_\_\_ PERMIT # \_\_\_\_\_

**One, two and three family residential building permit applications shall be accompanied by a fee of two hundred sixty dollars (\$260.00). Said fee shall be applied to the total building plan review, inspection fee and zoning fee. In the event the permit is not paid for within six months or work is not started within six months of issuance, or the permit is withdrawn and/or canceled by the applicant, said fee shall not be refunded.**

**Residential building permit applications (other than (a) above) shall be accompanied by a fee of forty-five dollars (\$45.00). Said fee shall be applied to the total building plan review and inspection fee. In the event the permit is not paid for within six months or work is not started within six months of issuance, or the permit is withdrawn and/or canceled by the applicant, said fee shall not be refunded.**

**Commercial building permit applications shall be accompanied by a fee of five hundred dollars (\$500.00). Said fee shall be applied to the total building plan review and inspection fee. In the event the permit is not paid for within six months or work is not started within six months of issuance, or the permit is withdrawn and/or canceled by the applicant, said fee shall not be refunded.**

**In the event a structure is occupied prior to the payment and issuance of a certificate of occupancy, the applicant listed on the original building permit application for which said certificate is required, shall pay a fee of five hundred dollars (\$500.00). Failure to pay said fee shall prevent said applicant from obtaining future building permits. Temporary certificates of occupancy may be issued at the discretion of the Building Official. If, in the opinion of the Building Official, additional temporary certificates of occupancy can be issued, each temporary certificate of occupancy shall require the same fee, if any, as was required for the initial temporary certificate of occupancy. Failure to comply with any requirements to obtain a permanent certificate of occupancy prior to the expiration date of a temporary certificate of occupancy shall subject the applicant to the five hundred (\$500.00) fee provided for in subsections (e) and (f) herein. This fee is in addition to the fee, if any, required for the issuance of the temporary certificate of occupancy.**

Minimum Building Fee \$100.00

**Use Groups A-Assembly, B-Business, E-Education, I-Institutional, M-Mercantile & R-Residential (excluding 1, 2 & 3 family structures) per the Ohio Building Code**

Structural Fees:

New Construction/Addition multiply the sq ft times \$ 0.45

Or, Partial Permits:

Footing / Foundation multiply the sq ft times \$ 0.15

Shell multiply the sq ft times \$ 0.15

Interior Finish multiply the sq ft times \$ 0.20

**Use Groups F-Factory, H-High Hazard, S-Storage and U-Utility/Miscellaneous Per Ohio Building Code**

Structural Fees:

New Construction/Addition multiply the sq ft times \$ 0.25

(up to 100,000 sq ft)

multiply sq ft of the portion of building over 100,000 sf \$ 0.17

Or, Partial Permits:

Footing / Foundation multiply the sq ft times \$ 0.12

(up to 100,000 sq ft)

multiply sq ft of the portion of building over 100,000 sf \$ 0.07

Shell multiply the sq ft times \$ 0.15

multiply sq ft of the portion of building over 100,000 sf \$ 0.10

Interior Finish multiply the sq ft of finished area times \$ 0.05

multiply sq ft of the portion of building over 100,000 sf \$ 0.05

**WAREHOUSES WITHOUT CHANGES AFTER SHELL APPROVAL**

\$500.00 (C of O) + PLAN REVIEW FEE

Electrical Fees: Minimum Base fee \$150.00  
plus 3.50 per 100 sq ft of total floor area

Mechanical Fees: USE GROUPS A.B.E.I.M.R  
Minimum Base fee \$150.00  
plus 4.50 per 100 sq ft of total floor area

FOR USE GROUPS F,H,S,U, \$150.00  
PLUS \$200.00 PER UNIT (NO DUCT WORK)

IF ADDING DUCT WORK TO EXISTING SHELL APPROVAL \$150.00  
PLUS \$2.50 PER SQ FT OF DUCT WORK

Fire Suppression Fees: Minimum Base fee \$150.00  
plus 2.50 per 100 sq ft of total floor area

Fire Alarm Fee:	Minimum Base fee plus \$4.50 per device	\$150.00
Minor Alteration:	Per each type of permit (Bldg, Elec, HVAC, Gas, Fire Protection)	\$ 75.00
Permanent Signs:	Under 30 sq ft	structural \$ 75.00
		electrical \$ 75.00
	Over 30 sq ft	structural \$150.00
		electrical \$150.00
Demolition Permit	per building	\$100.00

Unspecified Permit Fee – for any permit type, not specifically listed in this Fee Schedule, the fee shall be calculated to the most similar permit type at the discretion of the Building Official.

Special Inspection	\$100.00
Re-Inspection Fee	\$100.00
Permit Renewal Fee	\$100.00
Certificate of Occupancy	\$250.00
Temporary Certificate of Occupancy	\$500.00
Occupying without Certificate of Occupancy	\$500.00
Commercial Plan Review Fees:	per hour \$ 75.00
Commercial Revision Fee (base fee plus plan review fees)	\$100.00
STARTING WORK WITHOUT PERMITS	\$200.00
OR DOUBLE THE FEES WHICH EVER IS GREATER	

**Board Assessment;**

Pursuant to division (E) Section 3781.102 of the Ohio Revised Code an assessment equal to 3 percent of those fees imposed for plans and specifications and inspection approvals shall be collected and remitted to the Ohio Board of Building Standards.

(b) The residential building plan and inspection fees shall be based upon the following schedule:

**Residential One, Two and Three Family Buildings (RCO):**

Building Fees:	
Base Fee – New homes, additions & alterations	\$ 80.00
	Plus \$0.30 per sq. ft
Electric Fees:	
Base Fee	\$100.00
	Plus \$0.04 per sq ft
Construction Temporary	\$50.00
Service Entrance Only	\$45.00
Service and Additional Wiring	\$75.00
Out Building	\$50.00
Out Building with Service	\$80.00
Special Inspection	\$50.00
Heating and Cooling	\$45.00
Heating/Cooling with Circuit Wiring (HVAC)	\$50.00

Re-inspection	\$50.00
Swimming Pool	\$90.00
HVAC Fees:	
Base Fee	\$80.00
Each additional Unit	\$30.00
Duct Extension Only	\$50.00
Replacement Heating <u>and</u> A/C (Combined)	\$90.00
Replacement Heating <u>or</u> A/C	\$60.00
Gas Piping Inspection	\$50.00
Accessory Structure Fees:	
120 sq. ft. or less	No permit required
121 sq. ft. or greater	\$80.00 + \$.20 per sq. ft.
Decks	\$80.00 + \$.20 per sq. ft.
Swimming Pools	\$80.00
Demolition Permit:	
Per Building	\$50.00
Administrative Fees:	
Permit Renewal Fee	\$100.00
Re-inspection Fee	\$75.00
Special Inspection	\$75.00
Residential Revision Fee	\$150.00
Minor Revision	\$75.00
Certificate of Occupancy	\$100.00
Copy set of Residential Plans/Re-stamp Plans	Actual Cost
Occupying without Certificate of Occupancy	\$500.00
Missed Inspection	\$150.00
Temporary Certificate of Occupancy	\$100.00
STARTING WORK WITHOUT PERMITS	\$100.00
OR DOUBLE THE FEES WHICH EVER IS GREATER	