



The Village of Hartville

202 WEST MAPLE STREET
PO BOX 760
HARTVILLE, OHIO 44632-0760
(330) 877-9222

DEMOLITION PERMIT INSTRUCTIONS

1. Hours of operation shall be between 8:00 a.m. to no later than 4:30 p.m., Monday through Saturday. Demolition shall NOT take place on Sunday or legal holiday.

2. All contractors must be registered with the Village of Hartville.

3. Required performance bond and permit fee is listed below:

** Commercial demolition permits will be pulled from Stark County.

Residential permit = \$35.00

Bond required: \$10,000.00 or 10% of the total project cost. (whichever is the greatest)

Certificate of Liability: \$1,000,000.00

4. Notify the Fire Department with the date that demolition will take place (330) 877-2478.

5. Building Department inspection is required after structure is completely removed.

6. Sewer line shall be disconnected and sealed. Call Village office to have inspected by the Sewer Inspector prior to commencement of demolition. There is a disconnection application to be filled out. The application fee is \$20.00.

7. All demolition debris shall be removed from the site.

8. All excavations resulting from demolition shall be completed with clean backfill, and property area is seeded with grass.

APPLICATION FOR RESIDENTIAL BUILDING PERMIT
(1, 2, & 3-Family Dwelling Units)

Village of Hartville Building Department
202 W. Maple Street
Hartville, OH 44632
330-877-9222
www.hartvilleoh.com

Permit/Plan Exam #: _____

Fee \$ _____ x 1%= _____ (See Attached Fee Schedule) **Date** _____ 20 _____

Description of Work (RCO 107.2.1): _____

Project Location Address: _____, Hartville, Ohio

Estimated Cost of Project: \$ _____

Zoning Permit No. _____ **Sanitary Permit No.** _____

Area Space: (Round up to nearest 100 sq. ft.)

First Floor _____ Second Floor _____ Basement (if finished) _____

Garage _____ Deck/Porch _____ Other: _____

Total Area Space: _____

Type of Improvement: New Building Alter/Remodel Addition Garage/Pole Bldg.
 Roof Deck Accessory Bldg/Shed Demolition Other _____

Reg. Design Professional – If Applicable: (RCO 106.1.1-3, 106.2) Designer: _____ Reg./Cert./# _____

Property Owner: _____ **Contractor:** _____

Address: _____ Address: _____

City: _____ State/Zip: _____ City: _____ State/Zip: _____

Owner's Phone: _____ Contractor's Phone: _____

Email: _____ X _____

Signature of Applicant

Foundation Inspection: Date: _____ **Insulation Inspection:** Date _____

Inspector: _____ Inspector: _____

Rough Inspection: Date: _____ **Final Inspection:** Date _____

Inspector: _____ Inspector: _____

Other Inspection: Date: _____

Inspector: _____

Re-Inspections: _____

Inspector's Notes: _____

Contractor Registration Application:

All contractors/subcontractors must submit an application for contractor registration. All registrations run from January 1st to December 31st each year.

Initial Application: \$ 75.00

Annual Renewal: \$ 50.00 (if registered the previous year)

With an additional fee of:

Sewer Builder License: \$25.00

Sewer Hook-up

It is required that the inspector be given personal notice **at least 24 hours** in advance of the time of inspection and the hook-up must be visible to that the inspector can be certain that all provisions of Ordinance 1-12.25 are provided for.

This has been requested by the Board of Public Affairs.

The following must be returned with the application for approval: Certificate of Liability (\$1,000,000.00) listing the Village of Hartville as the Certificate Holder, along with the Surety Bond (\$10,000.00).

All paperwork will be submitted to the: Village of Hartville
202 W. Maple Street
Hartville, Ohio 44632

Please note that the Village Office hours are Monday, Tuesday, Wednesday, and Fridays 8 a.m. to 4:30 p.m. with the exceptions of Thursday, the office is opened from 8 a.m. to Noon.

**APPLICATION FOR LICENSE AS A SEWER BUILDER
HARTVILLE, OH**

Date: _____, 20 ____

To the Village Mayor:

I, the undersigned, hereby make application for a license as a Sewer Builder in the Village of Hartville, Ohio, to do the work of making connections with public sewers, drains and laterals therein, and constructing special sanitary sewers. I represent that I have had _____ years of experience in the above work and that I believe myself to be qualified in every way to be licensed to do the work aforesaid.

I agree, in the event I receive such license, to file a bond in the sum of Ten Thousand Dollars (\$10,000.00) to the approval of the Mayor, conditioned as provided in Ordinances currently effective, pertinent to sewers of the Village of Hartville, Ohio.

Applicant

Address

City and State

Phone

References for experience, qualifications and ability:

VILLAGE OF HARTVILLE
202 W. MAPLE STREET, P.O. BOX 760
HARTVILLE, OH 44632
330-877-9222 FAX 330-877-9778
www.hartvilleoh.com

CONTRACTOR REGISTRATION APPLICATION

Date _____

New Registration (\$75.00) Renewal (\$50.00 - if registered the previous year)

Name _____ Phone _____

Company Name _____ Phone _____

Address _____ City/State/Zip _____

FED ID or SSN _____

TYPE OF REGISTRATION:

General - Please circle (Excavation, Foundation, Masonry, Insulation, Roofing, Drywall, Siding, Landscaping, Painting, Carpentry, Other _____) **HVAC** **Electrical** **Sewer**

Address of Project location:

INSURANCE INFORMATION:

Insurance Company & Agent _____

Insurance Co. Address _____ Phone _____

Expiration Date of Policy _____

Note: A current copy of Liability Insurance (\$1,000,000) naming the Village of Hartville additional insured, Surety Bond (\$10,000), and State License, (if applicable), must be submitted and kept on file in the Building Department of the Village of Hartville, or registration is void. (This is the responsibility of the Contractor.)

Do you have subcontractors? Yes No **(If yes, each subcontractor must complete a Contractor Registration Form.)**

Will your company be withholding local income tax from all employees on the job? Yes No

(All Businesses are required to submit copies of IRS Forms 1099-MISC to Hartville Income Tax Department within 3 ½ months after the end of the tax year.)

Please list your subcontractor information on the following page.

Village of Hartville
202 W Maple St
PO Box 760 Hartville, OH 44632
Phone 330-877-9222 Fax 330-877-9778
aphillips@hartvilleoh.com

**INCOME TAX DEPARTMENT
CONTRACTOR & SUBCONTRACTOR TAX INFORMATION**

ANNUAL TAX RETURN FILING

The Village of Hartville has a **mandatory** Income Tax filing for a business entity, whether resident or non-resident who conducts business in the Village of Hartville. An annual return must be filed and tax paid on the net profit. If you have a net loss you are still required to file a return.

The tax rate for Hartville is 1.5%. The yearly filing or request for an extension deadline is April 15th. Failure to file or request an extension on or before the April 15th due date will result in a \$25.00 late filing penalty.

Tax forms can be obtained on our Website at www.hartvilleoh.com.

EMPLOYEE WITHHOLDING

Each employer within or doing business within the Village of Hartville shall deduct at the time of the payment of such salary, wage, commission or other compensation, the tax of one percent (1.5%) of the gross salaries, wages, commission or other compensation due by the said employer to said employee and shall on or before the 15th day of the month following the close of each calendar quarter make a return and pay to the Village of Hartville Tax Administrator the amount of taxes so deducted. Such employer shall be liable for the payment of the tax required to be deducted and withheld, whether or not such taxes have in fact been withheld.

Please complete the enclosed CONTRACTORS AND SUB-CONTRACTORS BUSINESS REGISTRATION FORM and return by mail, fax or email within 10 business days.

Your cooperation is greatly appreciated. If you have any questions, please contact the income tax department.

Angela Phillips

Village of Hartville

202 W Maple St PO Box 760

Hartville, OH 44632

Phone 330-877-9222 Fax 330-877-9778

aphillips@hartvilleoh.com

Income Tax Department

Business Registration

To enable the Village of Hartville Income Tax Department to establish accurate records, please answer all questions and return by mail, fax or email.

ACCT # _____

Business Name: _____

Business Address: _____

Date Business Started in Hartville: _____ Phone #: _____

Tax ID/S.S. #: _____ Accounting period: ___ Calendar Year ___ Fiscal Year Ending _____

Please check one: ___ annual year-end filing forms are not necessary
___ send pre-printed annual year-end filing forms to:

EMPLOYEE WITHHOLDING (if applicable)

Employee Withholding is submitted: Monthly _____ Quarterly _____ Number of Employees: _____

Please check one: ___ pre-printed withholding forms are not necessary, use in-house software system
___ use third party Payroll Company - Name: _____
___ send pre-printed withholding forms to: _____

___ Check here: If this is withholding for a Hartville resident working from home. FT ___ Hybrid ___
If Hybrid, how many days in Hartville per week _____

Employee Name: _____ Contact phone or mail _____
Address: _____

The Village of Hartville imposes an income tax at the rate of one percent (1.5%) on all earned income, including net profits attributable to Hartville. All employers, contractors, sub-contractors, or others who have one or more employees are required to withhold 1.5% of all employees' gross wages and submit this amount to the Village of Hartville.

The information hereby submitted is true and correct

Signed _____ Date _____