

## HEATING INSPECTION FEES

1. HEATING INSPECTION FEES (Warm air, steam, vapor or hot water). Each application shall be accompanied by the following fees:
  - (A) **New Construction** - One, Two & Three Family  
**\$100.00 + \$0.10 per sq. ft. x 1% (State Fee)**  
**1 Permit for each unit**
  - (B) **Additions / Remodeling / Ductwork replacement**  
**\$50.00 + \$0.10 per sq. ft. x 1% (State Fee)**
  - (C) **Replacement / Conversions / Appliances**  
(Using same ductwork)  
**\$35.00 No State Fee applies**
  - (D) **Re-inspections**  
**\$30.00**
  - (E) **Pool Heater**  
**\$30.00**
  - (F) **Ductwork** - No permit needed if extending/replacing 1 or 2
2. **CONTRACTOR REGISTRATION APPLICATION:**  
New - \$75.00                  Renewal - \$50.00

**\*\* There will be an additional 1% fee, which is imposed by the laws of the State of Ohio.**

## HEATING PERMIT INSTRUCTIONS

Call the Village Office when you are ready for Inspections, leaving instructions as to how the Building Inspector can get into the house if needed.      330-877-9222

**\*\*Please note that on new construction, the inspector will inspect the rough and final heating when he inspects the rough and final building.**

Make checks payable to the Village of Hartville & mail to:  
202 W. Maple Street, P.O. Box 760, Hartville, OH 44632

**\*\*Note: Money is not refundable. Call first to make sure the property is in our jurisdiction.**

# APPLICATION for RESIDENTIAL HEATING PERMIT

**Village of Hartville Building Department**

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

Permit #: \_\_\_\_\_

Fee \$ \_\_\_\_\_ x 1%= \_\_\_\_\_ (See Attached Fee Schedule)      Date: \_\_\_\_\_ 20\_\_\_\_

Project Location Address: \_\_\_\_\_, Hartville, Ohio

Description of Work (RCO 107.2.1): \_\_\_\_\_

Area Space: (Round up to nearest 100 sq. ft.) Total Area Space: \_\_\_\_\_ (New Construction to include garage and basements (if finished))

Type of Construction/ Equipment Installed:  New Construction     Addition/Remodeling of ducts/units  
 Furnace New/Replacement     Air Conditioning New/Replacement     Pool     Heat Pump  
 Generator     Other \_\_\_\_\_

Property Owner: \_\_\_\_\_ Contractor: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Zip: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Owner's Phone: \_\_\_\_\_ Contractor's Phone: \_\_\_\_\_

Email: \_\_\_\_\_

X \_\_\_\_\_  
Signature of Applicant

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Rough Inspection:      Date: \_\_\_\_\_      Inspector: \_\_\_\_\_

Final Inspection:      Date: \_\_\_\_\_      Inspector: \_\_\_\_\_

Re-inspections: \_\_\_\_\_

Additional Comments \_\_\_\_\_

Contractor/Subcontractor Registration Application:

All contractors/subcontractors must submit an application for contractor registration.

Initial Application: \$75.00

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

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, the Village of Hartville will no longer mail out a copy of the license. If you would like to receive a copy, please provide a self-addressed stamped envelope along with your application.

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.

VILLAGE OF HARTVILLE  
202 W. MAPLE STREET, P.O. BOX 760  
HARTVILLE, OH 44632  
330-877-9222 FAX 330-877-9778  
[www.hartvilleoh.com](http://www.hartvilleoh.com)

**CONTRACTOR/SUBCONTRACTOR 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 \_\_\_\_\_ Email \_\_\_\_\_

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 as certificate holder, 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.**

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.

The Village of Hartville is an equal opportunity provider.

Village of Hartville Income Tax Department  
202 W Maple St PO Box 760 Hartville OH 44632  
Phone: 330-877-9222 Fax: 330-877-9778

**CONTRACTOR LISTING**

<b>TYPE</b>	<b>SUBCONTRACTOR</b>	<b>FULL ADDRESS</b>	<b>PHONE #</b>
<b>EXCAVATION</b>			
<b>FOUNDATION</b>			
<b>MASONRY</b>			
<b>STRUCTURAL CARPENTRY</b>			
<b>ELECTRICAL</b>			
<b>PLUMBING</b>			
<b>HVAC</b>			
<b>INSULATION</b>			
<b>ROOFING</b>			
<b>DRYWALL</b>			
<b>FINISHING CARPENTRY</b>			
<b>SIDING</b>			
<b>LANDSCAPING</b>			
<b>PAINTING</b>			
<b>OTHER</b>			

**Village of Hartville**  
202 W Maple St  
PO Box 760 Hartville, OH 44632  
Phone 330-877-9222 Fax 330-877-9778  
[aphillips@hartville.com](mailto:aphillips@hartville.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 15<sup>th</sup>. Failure to file or request an extension on or before the April 15<sup>th</sup> due date will result in a \$25.00 late filing penalty.

Tax forms can be obtained on our Website at [www.hartvilleoh.com](http://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

The Village of Hartville is an equal opportunity provider.

**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 email \_\_\_\_\_

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 \_\_\_\_\_