

CONTRACTOR FEE NEW \$60.00 RENEWAL \$40.00

ELECTRICAL INSPECTION FEES

The Village of Hartville follows the NEC 20 ~~15~~ Code Book.

1. Fees to be collected for permits for the installation, alteration, and repair of electrical wiring and equipment shall be as follows:
 - (a) New construction: **\$65.00 + \$0.06 per sq. ft. x 1%**
 - (b) Additions, remodeling: **\$50.00 + \$0.06 per sq. ft. x 1%**
 - (c) Service: **\$40.00 x 1%**
 - (e) Water heater, furnace/air conditioning, range, dryer and generator: **\$30.00 x 1%**
 - (f) Temp pole: **\$50.00 x 1%**
 - (g) Electrical heating, including "baseboard" heating: **\$30.00 x 1%**
 - (h) Re-inspections, made necessary because of incompetent, incomplete, or negligent work (per inspection): **\$30.00**
 - (i) Service inspection for moved houses (new basement must be wired to code standards): **\$4.00 plus 10 cents per outlet added in house and new basement.**
2. Swimming Pool Permit: **\$30.00 x 1%**
3. Contractor Registration Application: **\$60.00 New** **\$40.00 Renewal**

INSTRUCTIONS FOR INSPECTIONS

Call the Village Office when you are ready for an inspection. Please leave instructions as to how the Electrical Inspector can get into the house. (330) 877-9222. Our Electrical Inspector is part-time, so a 48 hour notice is needed.

- 1) Underground (trench) if needed.
- 2) Rough and Service inspection – must be done at the same time, before rock lathe, with a notice of 48 hours in advance.
- 3) Final inspection – is required before anyone moves in, this is to make sure that it is property grounded.

Contractor Registration Application:

Each contractor/applicant who pulls a permit with the Village of Hartville must submit an application for contractor registration.

Initial Application: \$60.00

Annual Renewal: \$40.00 (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 Contractor License 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 5:00 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

CONTRACTOR REGISTRATION APPLICATION

Date _____

New Registration (\$60.00) Renewal (\$40.00 - 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, Contractor License 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 Income Tax Department
202 W Maple St PO Box 760 Hartville OH 44632
Phone: 330-877-9222 Fax: 330-877-9778

CONTRACTOR LISTING

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

Village of Hartville
202 W Maple St
PO Box 760 Hartville, OH 44632
Phone 330-877-9222 Fax 330-877-9778
tcooper@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%. 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%) 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.

Tanya Cooper
Income Tax Clerk
tcooper@hartvilleoh.com

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

**Income Tax Department
Contractor and Sub-Contractor Business Registration**

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

ACCT # (to be assigned upon receipt)

Business Name: _____

Business Address: _____

Phone #: _____ Tax ID/S.S. #: _____

Job Name & Location: _____

Date Job Started: _____ Estimated Length of Job in days: _____ (mandatory)

Please check one: annual year-end filing forms are not necessary, use a professional tax service
 send pre-printed annual year-end filing forms to:

Please check one: pre-printed withholding forms are not necessary, use in-house software system

use a third party Payroll Company - Name: _____

send pre-printed withholding forms to: _____

The Village of Hartville imposes an income tax at the rate of one percent (1%) 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% of all employees' gross wages and submit this amount to the Village of Hartville.

The information hereby submitted is true and correct

Signed _____

Date _____

APPLICATION for ELECTRIC PERMIT

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

FEE \$ _____ DATE _____ 20 _____

Application is hereby made to install Electric Equipment in compliance with the Building Code of Hartville for:

Owner: _____

Job Location: _____

Type Construction:

- | | | | |
|---------------------------------------|-------|------------------------------|----------|
| <input type="checkbox"/> New | _____ | Temp Pole | \$ _____ |
| <input type="checkbox"/> Old | _____ | Furnace/Air Conditioning | \$ _____ |
| <input type="checkbox"/> 1 Family | _____ | Service | \$ _____ |
| <input type="checkbox"/> 2 & 3 Family | _____ | Water Heater/ Dryer | \$ _____ |
| | | Garbage Disposal/ Dishwasher | \$ _____ |
| | | Service Entrance Only | \$ _____ |
| | | Swimming Pool | \$ _____ |

LIVING AREA: _____ square footage

New Construction Permit (See Fee Schedule)	\$ _____
Additions/Remodels (See Fee Schedule)	\$ _____
TOTAL	\$ _____

Contractor: _____

Address: _____ Contractor's Phone: _____

X _____
Signature of Applicant

Underground Inspection: Date: _____ Inspector: _____ Remarks: _____

Temp Pole Inspection: Date: _____ Inspector: _____ Ohio Edison: _____

Rough Inspection: Date: _____ Inspector: _____ Remarks: _____

Service Inspection: Date: _____ Inspector: _____ Ohio Edison: _____

Final Inspection: Date: _____ Inspector: _____ Remarks: _____

Additional Comments _____

Re-inspections: _____