

## **NEW HOME PERMIT PROCEDURE**

THE CONTRACTOR NEEDS TO COMPLETE A ZONING PERMIT APPLICATION AND A SEWER PERMIT (P.T.I.) ALL CONTRACTORS MUST PULL A CONTRACTOR REGISTRATION APPLICATION.

**ZONING RESIDENTIAL** See Fee Schedule      **Payments due up front on all permits.**

**ZONING COMMERCIAL** – See Fee Schedule

An ADDRESS will be ASSIGNED (on top of the supply cabinet in front office) when the zoning permit is pulled.

Zoning Permits will take 3 to 5 days for approval. Once approved, the other permits may be pulled.

Ask Office Manager about the permit cards. P:data/documents/permit cards

**SEWER PERMIT** – ISSUE A NUMBER FROM GREEN FOLDER – LOCATED IN FILE BOX (MIDDLE OFFICE)

**SEWER PERMIT FEE** See Fee Schedule      **HOOK-UP FEE** See Fee Schedule

THE SEWER PTI WILL TAKE 3 TO 5 DAYS FOR APPROVAL.

Fax to Engineer for approval.

If they pay with one check, make a deposit slip for sewer (sewer acct) and one for zoning (general acct). Stamp the check w/sewer account stamp and write underneath it the general account #. Then attach together the (2) deposit slips and the check.

On the sewer permit application at the bottom you will notice an area in lower right corner. Follow it the same way.

**COMMERCIAL – WASTE WATER DISCLOSURE FORM NEEDS COMPLETED & KEPT ON FILE**

### **BUILDING PERMITS:**

Single Family – New construction – two full sets of plans ¼” scale and prepared by a contractor.  
See Fee Schedule (Add 1% for state fees) Plans Review: \$75.00

Two & Three Family – New construction – two full sets of plans ¼” scale and prepared by a contractor.  
See Fee Schedule (Add 1% for state fees) Plans Review: \$75.00

Plans shall include a completed MED (Model Energy Code) or Energy Trade Off Worksheet.

**Plans examining may take 7 to 10 days for approval.**

### **HEATING PERMITS:**

New Construction – See Fee Schedule (Add 1% for state fees)

### **ELECTRICAL PERMITS:**

New Construction – See Fee Schedule. (Add 1% for state fees)

STORM WATER RUN-OFF APPROVAL  
By Village Engineer  
Sanitary Hookup Approval  
By Board of Public Affairs  
Lateral Installation Inspection  
By Sewer Inspector

VILLAGE OF HARTVILLE, OHIO  
ZONING DEPARTMENT  
**APPLICATION for  
ZONING PERMIT**

Zoning Permit No. \_\_\_\_\_

Date Issued \_\_\_\_\_

SANITARY DISCHARGE APPROVAL  
BY BOARD OF PUBLIC AFFAIRS

Date \_\_\_\_\_

A scale plan must be submitted with this application showing the size and location of the Lot, the dimensions and location of the proposed building or structure on the lot and the dimensions and location of existing buildings or structures on the lot.

Name of Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Owner of Premises \_\_\_\_\_ Address \_\_\_\_\_

Application is hereby made to: (Description of Work) \_\_\_\_\_

To be used for (Indicate purpose, number of units or offices, etc.) \_\_\_\_\_

On premises located at \_\_\_\_\_

DESCRIPTION

(1) Size of lot: \_\_\_\_\_ feet wide \_\_\_\_\_ feet deep

(2) Size of building or structure: Floor area \_\_\_\_\_

Maximum: Width \_\_\_\_\_ ft. Depth \_\_\_\_\_ ft.

Height: Stories \_\_\_\_\_; feet \_\_\_\_\_

(3) Location on Property:

Proposed Yards

FRONT \_\_\_\_\_ ft. from Property Line to Building or Structure.

SIDE \_\_\_\_\_ ft. from Property Line to Building or Structure.

SIDE \_\_\_\_\_ ft. from Property Line to Building or Structure.

REAR \_\_\_\_\_ ft. from Property Line to Building or Structure.

(4) Character of Construction \_\_\_\_\_

(Brick, Frame)

(5) Estimated Cost of Work \$ \_\_\_\_\_

(6) Present use of Land, Existing Buildings or Structures on Lot: \_\_\_\_\_

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

Please note any additional information on separate sheet and attach to this form.

**CERTIFICATION OF ZONING INSPECTOR'S EXAMINATION**

I have examined the foregoing application, plans and information, found them not / to conform with the zoning requirements and grant / refuse them a Zoning Permit.

By \_\_\_\_\_ Date \_\_\_\_\_