

The Village of Hartville

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

SHED / GARAGE PERMITS

This is a brief overview of what you will need. However, before proceeding with final plans, it is always recommended that you consult with a Village employee to ensure all requirements have been addressed.

1. A Zoning Permit must be pulled first. Once approved (usually 3 to 5 days), then proceed with the Building Permit, Heating and Electrical if needed.
2. Two sets of your building plans, plot plans and specs (two (2) hand drawn prints accepted on sheds). One copy will be returned to you after approval from the Chief Building Official and one is kept in a permanent file at the office.
3. Indicate any structures on the plot plan, including house, pool, deck, fence, proposed shed, etc. also show how far from the lot lines you intend to place the shed. A shed shall be distant at least six (6) feet from alley lines and from any separate structure on lot, and at least three (3) feet from lot lines of adjoining lots.
4. Size of shed and construction value.
5. Contractor name, address and phone number. **All contractors must be registered with the Village of Hartville.**
6. After submission of Building Permit, it normally takes 3 – 4 days for the Chief Building Official to approve the plans. You will be contacted when the permit is ready and it can be picked up and paid for during normal business hours.
7. The permit fees are:

Zoning Permit Fee	\$35.00 + \$0.06 per sq. ft. outside dimensions
Building Permit Fee - Garages:	\$50.00 + \$0.06 per sq. ft. outside dimensions
Building Permit Fee - Sheds:	No Fee – (Non-Foundation & up to 100 sq. ft.) \$35.00 - (Non-Foundation & 101 to 200 sq ft)

NOTE: The Village of Hartville's office hours are as follows: Monday thru Friday 8:00 a.m. to 5:00 p.m. with the exception of Thursdays 8:00 a.m. to Noon.

APPLICATION for BUILDING 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 ERECT REMODEL : a _____

In compliance with accompanying plans for the building located at:

Street: _____ Hartville, Ohio

Zoning Permit No. _____ Sanitary Permit No. _____ Estimated Cost \$ _____

BUILDING SIZE: Frontage _____ Depth _____ Height _____

LIVING AREA: First Floor _____

Second Floor _____

Other _____

TOTAL AREA SPACE: _____

TYPE CONSTR: Frame _____ Brick _____ Brick Veneer _____

Owner's Name: _____ Contr's Name: _____

Address: _____ Address: _____

Owner's Phone: _____ Contr's Phone: _____

X _____
Signature of Applicant

Foundation Inspection: Date: _____ Inspector: _____ Remarks: _____

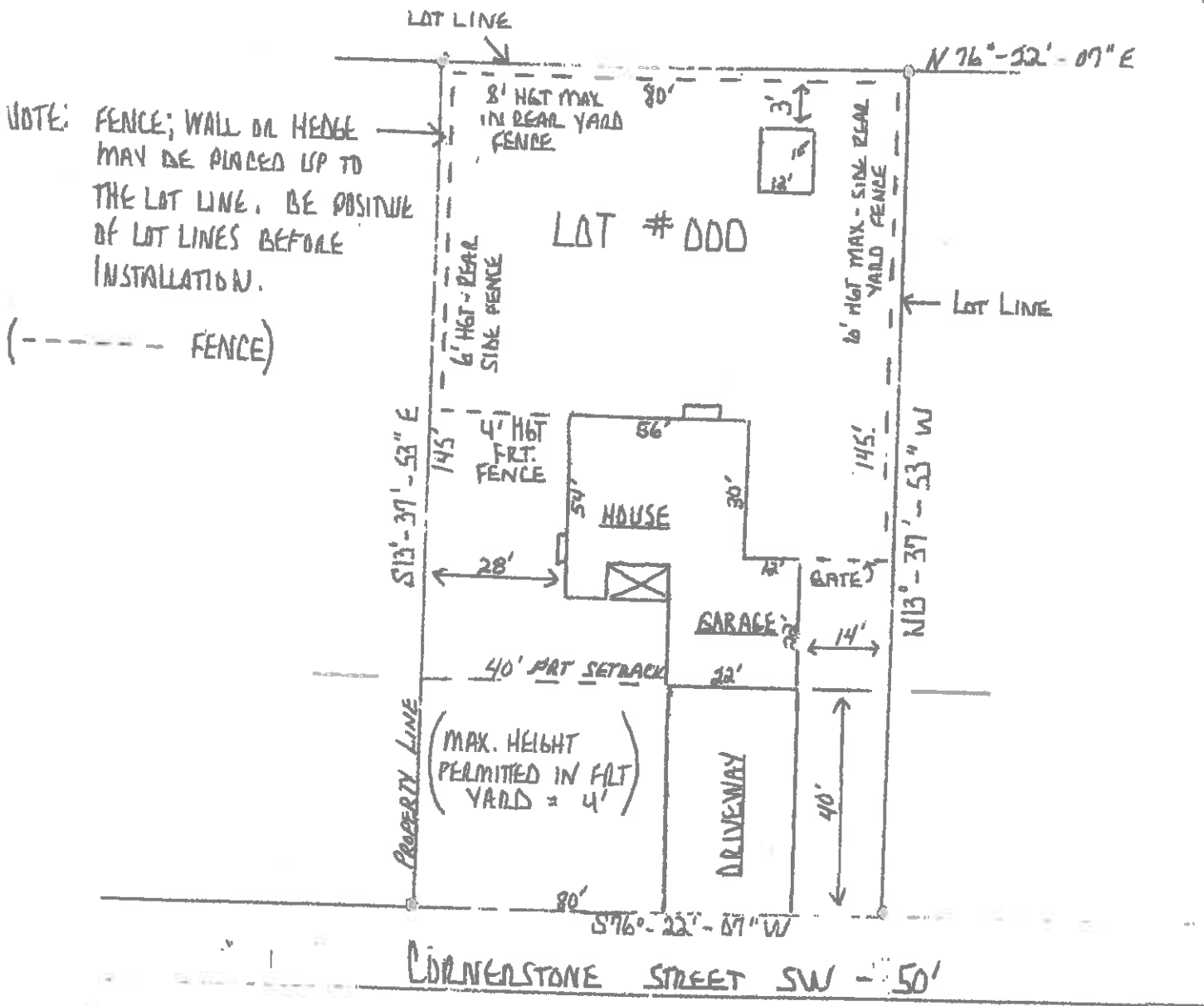
Rough Inspection: Date: _____ Inspector: _____ Remarks: _____

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

Inspector's Notes: _____

Re-inspections: _____

SAMPLE SITE PLAN



★ ZONING PERMIT REQUIRED WITH SITE PLAN

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 _____

Contractor Registration Application:

All contractors/subcontractors 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 _____