

**ADDITIONS AND GARAGES - PLAN SUBMISSION PROCEDURE**

1. PLOT PLAN
  - The plot plan must show where you would like to place the structure on the lot, how far off the property lines the structure will be, and also how far away from the house it will be.
  
2. 2 SETS OF BUILDING PLANS INCLUDING THE FOLLOWING:
  - Foundation Plan
  - Wall Cross Section
  - Elevations
  - Floor Plans (if applicable)
  
3. BUILDING DEPARTMENT COMPLETED APPLICATION
  
4. APPROVAL PROCESS REQUIRES UP TO 2 DAYS FROM COMPLETE SUBMISSION
  - Once we have received all of your paperwork, it will be reviewed by the Building Official. We will call you when the permit is ready to be picked up and tell you what the permit cost will be. This process usually only takes a day or two.
  
5. INSPECTION INFORMATION
  - Building, Heating, Plumbing and Electrical Inspections are performed daily between the hours of 10:00 a.m. to 2:00 p.m. Please call one to two days ahead of time to schedule inspections.
  
6. THE FOLLOWING NUMBERS MAY BE OF ASSISTANCE TO YOU:
  - City of Massillon Building Department: (330) 830-1724
  - City of Massillon Engineering Department: (330) 830-1722
  - City of Massillon Sewer/Waste Department: (330) 830-1704
  - Aqua Ohio Water Company: (877) 987-2782
  - Ohio Edison/First Energy: (800) 633-4766
  - Ohio Utilities Protection Service (OUPS) (800) 362-2764 or 811





**CITY OF MASSILLON BUILDING DEPARTMENT  
MUNICIPAL GOVERNMENT CENTER  
ONE JAMES DUNCAN PLAZA, MASSILLON, OH 44646  
PHONE: (330) 830-1724 \* FAX: (330) 830-1782**

**MASSILLON CITY ORDINANCE 1181.01 REGULATIONS.**

Accessory buildings, except as otherwise permitted in the Zoning Ordinance shall be subject to the following regulations:

- (a) Where the accessory building is structurally attached to a main building, it shall be subject to and must conform to all regulations of the Zoning Ordinance applicable to main building.
- (b) Accessory buildings shall not be erected in any required yard, except a rear yard.
- (c) An accessory building shall not occupy more than twenty-five percent (25%) of a required rear yard, plus forty percent (40%) of any nonrequired rear yard, provided that in no instance shall the accessory building exceed the ground floor area of the main building.
- (d) No detached accessory building shall be located closer than ten feet to any main building nor shall it be located closer than three feet to any side or rear lot line.

In those instances where the rear lot line is coterminous with an alley right of way the accessory building shall not be closer than one foot to such rear lot line. In no instance shall an accessory building be located within a dedicated easement right of way.

- (e) No detached accessory building in R-1 through R-3, RT, RM-1, RM-2, O-1, O-2, B-1 and P-1 Districts shall exceed one story or fourteen feet in height.

Accessory buildings in all other districts may be constructed to equal the permitted maximum height of structures in such districts, subject to Board of Zoning Appeals review and approval if the building exceeds one story or fourteen feet in height.

- (f) When an accessory building is located on a corner lot, the side lot line of which is substantially a continuation of the front lot line of the lot to its rear, such building shall not project beyond the front yard setback required on the lot in rear of such corner lot. In no instance shall an accessory building be located nearer than ten feet to a street right-of-way line.

(Ord. 82-1970. Passed 11-2-70.)

- (g) When an accessory building in any Business or Office District is intended for other than the storage of private motor vehicles, the accessory building shall be subject to the approval of the Board of Zoning Appeals.

(Ord. 108-2003. Passed 10-6-03.)

- (h) An accessory building in any Residential District for other than the storage of private motor vehicles is permitted subject to the following specifications:

LOT SIZE SQ. FT.	MAX. SHED SIZE SQ. FT.	MAX. DIM. ANY SIDE	APPROX. MAX. SHED SIZE
Up to 4000	120	12	10' x 12'
4001-7800	192	16	12' x 16'
7801-9600	252	18	14' x 18'
9601-12000	280	20	14' x 20'

Lots over 12,001 sq. ft. an additional 1% increase (10 sq. ft.). For every 1,000 sq. ft. of lot area in excess of 12,000 not to exceed ground floor square footage of primary structure including porches. This shall not include up to 1' - 0" overhang and porches. An accessory building used exclusively for the storage of motor vehicles shall not contain more ground floor area than the main structure and shall be as defined under [1121.02\(30\)](#) "Garage, private" of the Massillon City Ordinance. Not more than one accessory building for other than the storage of private motor vehicles is permitted per residential lot.

- (1) Permit fees.

- A. 0 to 200 Sq. Ft. \$50.00
- B. 201 to ? \$50.00 plus Building permit fees

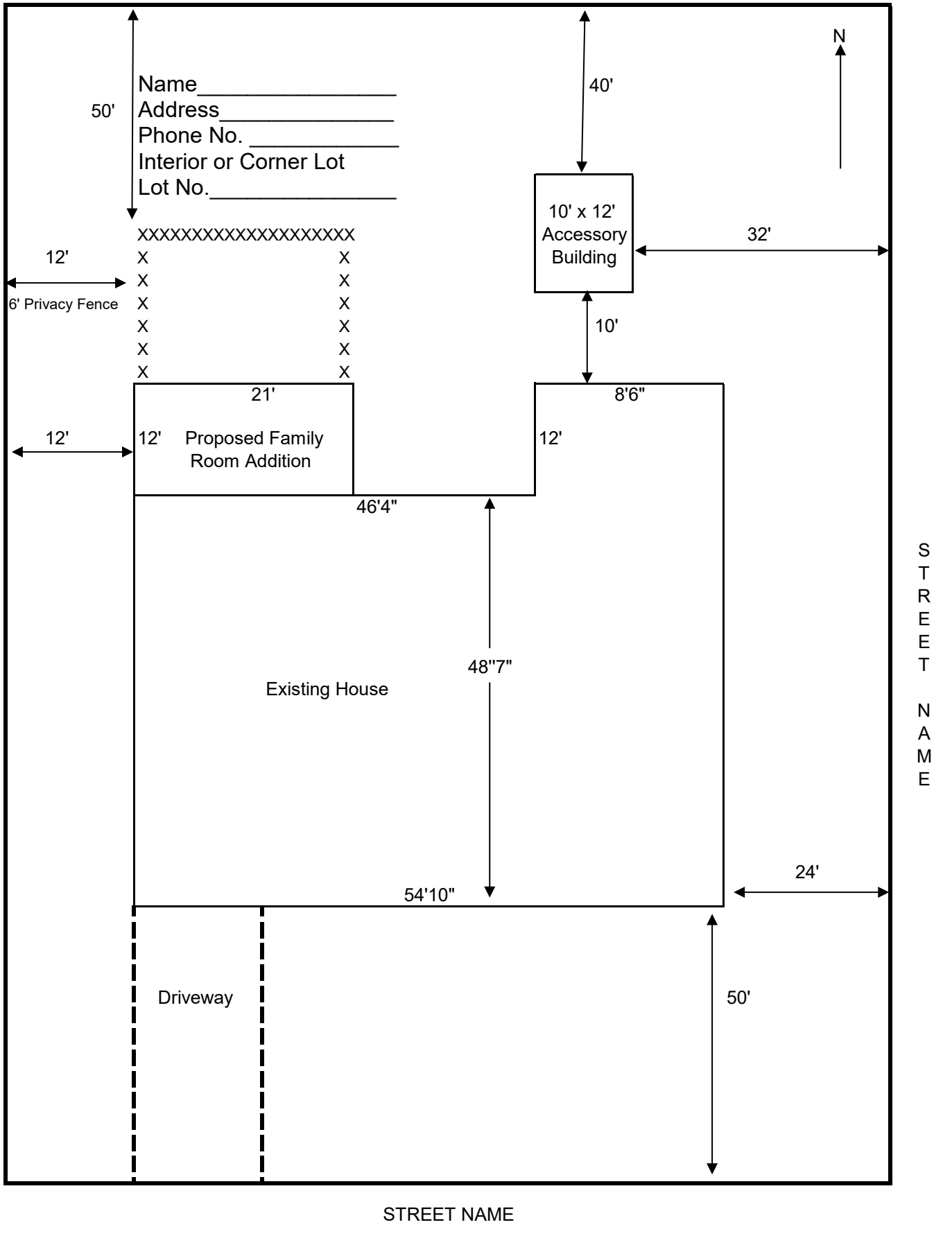
- (i) The parking of a mobile home for periods exceeding twenty-four hours on lands not approved for mobile home parks shall be expressly prohibited, except that the Building Official may extend temporary permits allowing the parking of a mobile home in a rear yard on private property, not to exceed a period of two weeks. All mobile homes parked or stored, shall not be connected to sanitary facilities and shall not be occupied. (Ord. 87-2010. Passed 8-16-10.)

- (j) All mobile home or camping trailers owned by residents of the City and stored on their individual lots shall be stored only within the confines of the rear yard and shall further respect the requirements of this chapter applicable to Accessory Buildings, insofar as distances from principal structures, lot lines, and easements are concerned. All mobile homes parked or stored, shall not be connected to sanitary facilities and shall not be occupied.

- (k) There shall be an existing primary structure on the property before the placement of any accessory structure.

(Ord. 108-2003. Passed 10-6-03.)

# SAMPLE PLOT PLAN





**CITY OF MASSILLON, OHIO  
 APPLICATION FOR BUILDING PERMIT**

DATE \_\_\_\_\_

**TO THE BUILDING DEPARTMENT:**

APPLICATION IS HEREBY MADE FOR PERMIT TO REPAIR/REMODEL/ERECT/RAZE A STRUCTURE AS HEREIN DESCRIBED: THE ACCEPTANCE OF WHICH SHALL CONSTITUTE AN AGREEMENT ON OWNER'S PART TO ABIDE BY ALL CONDITIONS HEREIN CONTAINED, AND TO COMPLY WITH ALL ORDINANCES OF THE CITY OF MASSILLON AND THE LAWS OF THE STATE OF OHIO RELATING TO THE WORK TO BE DONE HEREUNDER:

OWNER _____	ADDRESS _____ CITY/STATE/ZIP _____	PHONE _____ EMAIL _____
CONTRACTOR _____	ADDRESS _____ CITY/STATE/ZIP _____	PHONE _____ EMAIL _____

ELEC. CONTRACTOR _____ PHONE _____	PLUMB. CONTRACTOR _____ PHONE _____	HEATING CONTRACTOR _____ PHONE _____
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**JOB SITE LOCATION AND DESCRIPTION OF BUILDING AND PROPERTY:**

NUMBER AND STREET \_\_\_\_\_  
 \_\_\_\_\_ SIDE OF STREET    SUBLOT NO. \_\_\_\_\_    ALLOTMENT \_\_\_\_\_  
 LOT } \_\_\_\_\_ FT. FRONT \_\_\_\_\_ FT. DEEP ON THE \_\_\_\_\_ SIDE  
 BEING } \_\_\_\_\_ FT. REAR \_\_\_\_\_ FT. DEEP ON THE \_\_\_\_\_ SIDE  
 NUMBER OF STORIES \_\_\_\_\_ AND BASEMENT \_\_\_\_\_ ESTIMATED COST OF JOB \_\_\_\_\_  
 SIZE OF BUILDING: WIDTH \_\_\_\_\_ DEPTH \_\_\_\_\_ TOTAL HEIGHT \_\_\_\_\_  
 TYPE OF CONSTRUCTION:  FRAME  COMPOSITE  MILL  SLOW BURNING  FIRE PROOF  
 SQ. FT. OF CONTENTS \_\_\_\_\_ HOW IS BUILDING TO BE OCCUPIED? \_\_\_\_\_ CLASS OF BLDG \_\_\_\_\_  
 IS STREET CURB IN TO ESTABLISH GRADE IN FRONT OF BUILDING? \_\_\_\_\_ BLDG GRADE NECESSARY \_\_\_\_\_

**PERMIT FEE COST SCHEDULE:**

FOOTER (\$30 EACH)	
FOUNDATION (\$30 EACH)	
ROUGH(S) (\$30 EACH)	
ADD'L INSPECTIONS (\$30 EACH)	
PLAN REVIEW	
PENALTY	
\$50 BASE PERMIT FEE (INCLUDES FINAL INSP.)	
\$5.00 PER THOUSAND OF ESTIMATED COST OF CONSTRUCTION (UP TO \$100,000)	
\$500 ABOVE +PLUS \$1.00 PER THOUSAND OF ESTIMATED COST OF CONSTRUCTION (OVER \$100,000)	
SUBTOTAL	
1% RESIDENTIAL ASSESSMENT FEE	
3% COMMERCIAL ASSESSMENT FEE	
<b>TOTAL PERMIT FEE</b>	

**DETAILED DESCRIPTION OF WORK BEING DONE:**

\_\_\_\_\_

\_\_\_\_\_

THE APPLICANT, AGENT, OWNER OF THIS BUILDING AND THE UNDERSIGNED AGREES: (1) TO CONFORM TO APPLICABLE LAWS OF THE CITY OF MASSILLON AND STATE OF OHIO. (2) IS RESPONSIBLE TO VERIFY THAT THE JOB LOCATION IS WITHIN THE CITY LIMITS. (3) NO REFUND WILL BE ISSUED. (4) THE ADDRESS IS CORRECT. (5) IS RESPONSIBLE FOR MAKING ARRANGEMENTS FOR ALL INSPECTIONS. (6) OWNER OR CONTRACTOR SHALL NOTIFY ALL UTILITY COMPANIES INVOLVED IN THE SITE AT LEAST FORTY-EIGHT HOURS BUT NOT MORE THAN TEN WORKING DAYS BEFORE COMMENCING EXCAVATION (ORC 3781.28).

SIGNATURE OF APPLICANT \_\_\_\_\_

**FOR OFFICE USE ONLY:**

**BUILDING PERMIT**

YOU ARE HEREBY GRANTED PERMISSION TO:  REPAIR  REMODEL  ERECT  RAZE

THE STRUCTURE AT THE ABOVE LISTED JOB SITE LOCATION IN THE CITY OF MASSILLON, OHIO, IN ACCORDANCE WITH YOUR APPLICATION ON FILE IN THIS DEPARTMENT, SAID STRUCTURE TO BE COMPLETED WITHIN ONE YEAR. UNTIL THAT TIME YOU HAVE PERMISSION TO OCCUPY ONE-THIRD OF THE STREET IN FRONT OF SAID LOTS. IF THE SIDEWALK IS OBSTRUCTED, A TEMPORARY SIDEWALK, FOUR FEET IN WIDTH AT LEAST, AS HIGH AS THE CURB LINE, MUST BE CONSTRUCTED AROUND THE OBSTRUCTION AND THE SIDE TOWARDS THE STREET TO BE TIGHTLY BOARDED UP TO 3 FEET IN HEIGHT ABOVE THE WALK, BUT AT ALL TIMES, YOU ARE TO COMPLY WITH THE ORDINANCES OF THE CITY OF MASSILLON AND THE LAWS OF THE STATE OF OHIO RELATIVE TO THE CONSTRUCTION, REMODELING AND ERECTING OF BUILDINGS. AND IN ADDITION THERETO, THE RECIPIENT OF THIS PERMIT SHALL INDEMNIFY AND SAVE HARMLESS THE CITY OF MASSILLON OR ANY PRIVATE INDIVIDUAL OR CORPORATION THAT MAY BE DAMAGED THROUGH THE CONSTRUCTION, REMODELING, ERECTION OR RAZING OF THE STRUCTURE.

\_\_\_\_\_, CHIEF BUILDING OFFICIAL

\_\_\_\_\_, DATE

**RESIDENTIAL FEES EFFECTIVE JANUARY 20, 2011**

1305.03 Dwelling Plans Examination. All new dwellings and additions require plans examination. The fee for plans examination made by the Chief Building Official (Plans Examiner) for new or remodeled one- two- or three-family dwellings shall be \$75.00.

1305.04 Schedule of Fees for Building Permits.

Applications for all building permits shall be accompanied by payment of the following fee:

(1)	Standard Permit fee (Includes only the final inspection)	\$ 50.00
(2)	Each Rough Inspection	\$ 30.00
(3)	Any requested Inspection other than standard	\$ 50.00
(4)	Re-inspection fee for code violation	\$ 35.00
(5)	No Show re-inspection fee	\$ 75.00
(6)	Not requesting a Final Inspection	\$100.00

- (a) Permit fees shall be based on the estimated cost of construction including, but not necessarily limited to all sub trade costs.
- (b) A base fee of Fifty dollars (\$50.00) shall be charged for each permit issued.
- (c) In addition to the base fee in subsection (b) hereof the following fees shall be charged:

\$0.00- \$100,000.00	\$.50 per \$100.00 estimated cost of Construction
Over \$100,000.00	\$500.00 plus \$ .10 per \$100.00 of estimated cost

All fees charged will be rounded off to the closest whole dollar amount.

A 1% State Assessment Fee will be added to the total permit fee.