



**MASSILLON BUILDING DEPARTMENT**  
**ONE JAMES DUNCAN PLAZA, MASSILLON, OH 44646**  
**PHONE 330.830.1724 | FAX 330.830.1782**  
**[www.massillonohio.gov](http://www.massillonohio.gov)**

## **REQUIRED DOCUMENTS**

**AND PROCEDURES FOR:**

**COMMERCIAL PLAN REVIEW**

**NEW AND EXISTING STRUCTURES**



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### **INITIAL SUBMITTAL OF PLANS**

- 1) Four (4) sets of plans stamped by a Professional engineer or Ohio Registered Architect (including plumbing, hvac and electrical).
- 2) Completed “Application for Building Permit” and “Plan Submittal Code Form”.
- 3) Submit to the Building Department for review, along with the appropriate plans examination fee.

### **REVIEW PROCESS**

- 1) Plans will be reviewed in accordance with the 2024 Ohio Building, Mechanical and Plumbing codes, and the 2023 National Electric Code. All four (4) sets will be stamped with review status.
- 2) Correction letter (gray form) will be completed by the Plans Examiner.
  - When approved, the four (4) sets of plans will be marked BUILDING DEPARTMENT, FIRE DEPARTMENT, KEEP AT SITE AND AUTHOR OF DRAWINGS.
  - When the representative comes to the office, they must sign the correction letter before the drawings will be released.
  - The set of plans stamped “Keep at Site” must be available at all times at the job site for inspection.
  - If plans are not approved, they must be REVISED AND RESUBMITTED as instructed on the correction letter.

### **RE-SUBMISSION OF PLANS**

- 1) Applicant shall complete the following steps:
  - a) Submit four (4) complete sets of revised plans in compliance with the correction letter; or
  - b) One written response to correction letter by “Author of Drawings”.
  - c) Attach additional items requested such as truss drawings, soil reports, electrical drawings, etc.
- 2) The plans examiner will review documents again and coordinate with original comments.
- 3) If approved during the second review, drawings will be processed and the building/zoning permit will be issued.

A copy of the correction letter must also be kept at the job site and becomes part of the approved drawings.

If plans are rejected, they will be so stamped and another re-submittal will be required.



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**1301.11 PLAN EXAMINATION FEES.**

(a) There shall be an application and processing fee as indicated below for all plans submitted for code compliance review per OBC, including one, two and three family dwelling units. This shall include structural, HVAC, Electrical, Plumbing, Heating and ADA requirements, Automatic Sprinkler & Fire Suppression, Industrialized Units. Submission may be separate or a total package.

(b)

<u>Plans Examination</u>	<u>Application Fee</u>	<u>Fee (square foot)</u>
General	\$100.00	\$0.02 per Sq. Ft
Plumbing	100.00	0.02 per Sq. Ft.
HVAC	100.00	0.02 per Sq. Ft.
Electrical	100.00	0.02 per Sq. Ft.
Hoods	100.00	
Automatic Sprinkler& Fire Suppression	100.00	0.02 per Sq. Ft.
Industrialized Units	100.00	0.02 per Sq. Ft.

(c) A three percent (3%) state assessment fee will be charged on plan review fees.

(d) An additional fee of fifty percent (50%) of the original fee will be charged after the second re-submittal.  
(Ord. 123-2010. Passed 12-6-10.)



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**COMMERCIAL FEES EFFECTIVE JANUARY 3, 2011**

1301.10 PERMIT FEES.

- |     |  |          |
|-----|--|----------|
| (1) | Standard Permit fee<br>(Includes only the final inspection)  | \$ 50.00 |
| (2) | Each Rough Inspection  | \$ 30.00 |
| (3) | Inspection for Cert. Of Occupancy  | \$100.00 |
| (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 |
| (7) | <u>Overtime Inspection.</u> Inspector's overtime, those hours worked on Saturday, Sunday, holidays and before 7:30 a.m. or after 4:00 p.m. on workdays, shall be the responsibility of the contractor and will be billed by the City to the contractor at \$75.00. |          |

- (a) **New Construction and Additions** under the Ohio Building Code. New Construction and additions regulated by the Ohio Building Code (4-unit residential or greater, commercial, or industrial) shall be based upon the contract value of the improvement, as set forth in the following table, plus payment of the standard permit fee and such additional inspection fees as are required.

\$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

- (b) **Remodeling and Alterations.** Remodeling and alterations of any existing structure, whether residential, commercial, or industrial shall be based upon the contract value of the improvement, as set forth in the following table, plus payment of the standard permit fee and such additional inspection fees as are required.

\$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

- (c) All fees shall be paid in full prior to issuance of the final approval and or the certificate of occupancy for the structure.

A 3% State Assessment Fee will be added to the total permit fee.

*Effective July 1, 2002*  
**CITY OF MASSILLON PLAN SUBMITTAL CODE FORM**  
 One James Duncan Plaza, Massillon, Ohio 44646

PROJECT ADDRESS \_\_\_\_\_ PLAN EXAM NO. \_\_\_\_\_

SUITE OR ROOM NO. \_\_\_\_\_ TENANT NAME \_\_\_\_\_

DESCRIBE IN DETAIL PROPOSED WORK \_\_\_\_\_

REGISTERED DESIGN PROFESSIONAL (COMPANY)	NAME _____	TELEPHONE _____
	ADDRESS _____	FAX _____
	CITY, STATE, & ZIP _____	
PROJECT DESIGNER (CONTACT PERSON)	NAME _____	TELEPHONE _____
		EMAIL _____
PROJECT OWNER OR TENANT	NAME _____	TELEPHONE _____
	ADDRESS _____	FAX _____
	CITY, STATE, & ZIP _____	

ESTIMATED PROJECT COSTS:  
 BUILDING NEW OR ADDITION \_\_\_\_\_ BUILDING ALTERATION \_\_\_\_\_ SITE WORK \_\_\_\_\_

A. EXISTING USE GROUP: \_\_\_\_\_ PROPOSED USE GROUP: \_\_\_\_\_ (OBC 302.1)

B. MIXED USE:  N/A  SEPARATED  NON-SEPARATED (OBC 302.3)  
 (REGISTERED DESIGN PROFESSIONAL MUST SUBMIT DIAGRAM INDICATING FIRE AREAS AND SQ.FT. OF EACH AREA)

C. EXISTING CONSTRUCTION CLASSIFICATION: \_\_\_\_\_ NEW CLASSIFICATION: \_\_\_\_\_ (OBC 602.1)

D. TOTAL GROSS FLOOR AREA: PROPOSED OR ALTERED \_\_\_\_\_ (OBC 106.1.1)

BUILDING AREA EACH FLOOR \_\_\_\_\_ SF. PROPOSED FLOOR AREA \_\_\_\_\_ SF. (OBC 503)

BUILDING HT. \_\_\_\_\_ PROPOSED BUILDING HT. \_\_\_\_\_ (OBC 503)

NO. OF STORIES \_\_\_\_\_ PROPOSED NO. OF STORIES \_\_\_\_\_ (OBC 503)

E. AREA LIMITATIONS:  GENERAL LIMITATION  UNLIMITED AREA BUILDING (OBC 507)

F. FIRE SUPPRESSION: EXISTING  NONE  PARTIAL  TOTAL  (OBC 903)  
 NEW  NONE  PARTIAL  TOTAL  (OBC 903)

G. IS STRUCTURE IN A FLOOD PLAIN:  NO  YES (MASSILLON BUILDING CODE)

H. FOR NEW BUILDINGS OR ADDITIONS: ATTACH ENERGY CALCULATIONS (OBC 1301.1)

I. OCCUPANT LOAD BY SF. METHOD: \_\_\_\_\_ ACTUAL/PROPOSED: \_\_\_\_\_ EMPLOYEE NO.: \_\_\_\_\_ (OBC 1003.1)

REQUIRED CONSTRUCTION DOCUMENTS, INCLUDING THIS FORM, WHEN SUBMITTED FOR INSPECTION AS REQUIRED UNDER OBC 106, SHALL BEAR THE IDENTIFICATION OF THE REGISTERED DESIGN PROFESSIONAL PRIMARILY RESPONSIBLE FOR THEIR PREPARATION AND FOR THE PROVISIONS FOR SAFETY AND SANITATION SHOWN THEREIN.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_



**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