

Kathy Catazaro-Perry, Mayor



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

**REQUIRED DOCUMENTS AND
PROCEDURES FOR COMMERCIAL
PLAN REVIEW; NEW AND
EXISTING STRUCTURES**



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INITIAL SUBMITTAL OF PLANS

- 1) Three (3) 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 2011 Ohio Building, Mechanical and Plumbing codes. All three (3) sets will be stamped with review status.
- 2) Correction letter (gray form) will be completed by the Plans Examiner.
 - When approved, the three (3) sets of plans will be marked BUILDING 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 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 three (3) 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.

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)

Plans Examination	<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.

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| (1) | Standard Permit fee
(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.

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.

FEE \$ _____

Massillon, OH

Gen. Contr.	Address	Phone
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Building Official