



**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)**

### **1301.12 QUALIFICATIONS REQUIRED FOR AN APPLICATION FOR FIRE SUPPRESSION CONTRACTOR'S REGISTRATION.**

- (1) All applicants must present a valid and unexpired Qualification Certificate issued by the State of Ohio Fire Marshall, for the servicing, testing, repairing or installing of the fire suppression systems including but not limited to, automatic sprinkler systems, standpipes and fire service mains.
- (2) The applicant shall be of good moral character. In considering the moral character of an applicant, the authority reviewing the registration may consider a record of dishonest practices or malpractices in the conduct of a business, trade, or profession, and that it is in the public interest that the applicant not be Registered. When an applicant is a firm or corporation, each responsible member of such firm or corporation shall be determined to be of good moral character.

### **1301.13 APPLICATION FOR Fire Suppression REGISTRATION; BOND AND FEE.**

- (a) Such application shall be accompanied by a surety bond, to be held on file by the City, in the sum of no less than ten-thousand dollars (\$10,000), which bond shall be approved by the Building Department and the Law Director of the City and shall be conditioned upon the applicant saving and keeping the City harmless from any and all losses and damages that may arise from the negligent or reckless conduct of the applicant and his employees and/or agents; such bond shall also provide that the applicant, and his agents and employees, shall conform to and comply with all statutes, laws, ordinances, rules and regulations which have been or may hereafter be enacted or adopted regarding any electrical work or the installation of any electrical wiring within the City. The applicant shall present such bond to the City prior to receiving the actual Fire Suppression contractor's registration.
- (b) Such applicant shall tender an application fee of \$75.00.
- (c) Before a Fire Suppression contractor is issued a registration he must provide copies of documents proving that such Fire Suppression contractor is paying Workers' Compensation premiums.
- (d) Registration Fee. A registration fee in the amount of \$150.00 shall be tendered by the Fire Suppression contractor upon issuance of a registration certificate. Registration issued during the year shall require a full year's registration fee. Such registration fees shall be renewed annually on or before February 28<sup>th</sup> of each year.
- (e) Renewal. The registration required herein shall be renewed annually upon the presentation of a valid and unexpired Fire Suppression contractor's license issued pursuant to the State of Ohio Fire Marshall and upon payment of \$150.00 on or before February 28<sup>th</sup> of each year without the requirement of reapplication. A \$75.00 late fee shall be assessed for renewals after February 28<sup>th</sup>.
- (f) No person, firm, corporation or other entity shall perform any Fire Suppression installation within the City as a Fire Suppression contractor without complying with this chapter.



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### **1301.14 APPLICATION FOR REGISTRATION AS JOURNEYMAN FIRE SUPPRESSION INSTALLER; FEE.**

- (a) An application for a journeyman Fire Suppression Installer license shall be made in writing in the name of the person applying there for on forms prescribed and provided by the Building Official, and shall contain such information as shall be required by the rules and regulations of such Department. Such applicant shall at the time he files the application set forth above, pay for the license.
- (b) Any journeyman Fire Suppression Installer holding a current Registration issued in any of the Registration areas accepted by Massillon shall receive a journeyman Fire Suppression Installers Registration upon completion of an application there for and upon payment of the proper license fee.
- (c) Application Fee. Applicants for a journeyman's Fire Suppression Installers Registration shall pay a fee of \$35.00, which shall include \$15.00 for a license fee and \$20.00 for the application fee.
- (d) Renewal. Registration shall be renewed annually upon the payment of \$15.00 on or before February 28<sup>th</sup> of each year without the requirement of reapplication. A \$20.00 late fee shall be assessed for registration renewals after February 28<sup>th</sup>.
- (e) Failure to obtain a current registration from the City prior to working therein is automatic grounds for a two hundred percent (200%) penalty in addition to the registration fee.
- (f) No person shall engage in the work of a journeyman Fire Suppression Installer without first obtaining a registration from the City pursuant to this chapter.
- (g) All applicants must present a valid and unexpired Qualification Certificate issued by the State of Ohio Fire Marshall, for the servicing, testing, repairing or installing of the fire suppression systems including but not limited to, automatic sprinkler systems, standpipes and fire service mains.

### **1301.15 APPLICATION FOR REGISTRATION AS FIRE SUPPRESSION INSTALLERS APPRENTICE.**

- (a) Requirements. An applicant for license as an Fire Suppression Installers apprentice shall be made in writing in the name of the person applying there for on the forms provided by the Chief Building Official and which have been approved by the Massillon Examining Board. The applicant also shall submit appropriate proof and documentation that the applicant presently is engaged in learning the Fire Suppression trade by being indentured in a training program registered and approved by the U.S. Department of Labor, Bureau of apprenticeship and training (form ETA 671 or its replacement), and the applicant is presently learning and being instructed in the plumbing, or Fire suppression trade by working under the direct supervision of a Fire Suppression contractor or journeyman Fire Suppression Installer as defined by this chapter. The applicant may not establish his/her participation in such approved training program by presenting documentation that the applicant has been issued a registration by another political subdivision within the State of Ohio or elsewhere. The applicant shall be required to pay a fee of \$20.00, which shall include \$10.00 for the application fee and \$10.00 for the license fee in order to secure a Fire Suppression Installer apprentice license. Such registration shall be renewed annually upon the payment of \$10.00 on or before February 28<sup>th</sup> of each year without the necessity of a formal reapplication. A \$10.00 late fee shall be assessed for Fire Suppression Installers apprentice license renewals that occur after February 28<sup>th</sup>.



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(b) No person shall engage in the work of a registered apprentice without first obtaining a license from the City pursuant to this Chapter. An application for registration as a plumbing or fire suppression apprentice shall be made in writing in the name of the person applying therefore on forms prescribed and provided by the Building Official, and shall contain such information as shall be required by the rules and regulations of such Department.

(c) If an applicant for a Fire Suppression Installers Application is already qualified through another municipality or entity then in the sole discretion of the Chief Building Official, said applicant may be granted a registration and the fee required for application may be waved.

### **1301.99 PENALTY.**

Any permit not applied for in writing before work is in progress shall be subject to a one hundred percent (100%) penalty in addition to the regular fee for all work done and to be done under such permit. The penalty shall be in addition to that provided in Section 1301.7. If the penalty and regular fee are not paid within five days of the request, the contractor's Registration shall be immediately suspended until such time that the penalty and regular fee are paid.

(a) Whoever violates any provision of current Building Code, recognition of this chapter, or fails to comply with any requirements of the Building Official shall be guilty of a misdemeanor of the first degree.

b) Each day on which a violation occurs or continues shall be deemed a separate offense.



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

**APPLICATION FOR CONTRACTOR REGISTRATION**

**RESIDENTIAL & COMMERCIAL WORK**  
 Electrical Contractor  
 Heating Contractor  
 Home Improvement Contractor  
 Plumbing Contractor  
 Demolition Contractor

**COMMERCIAL WORK ONLY**  
 Fire Suppression Contractor  
 General Contractor  
 Low Voltage Contractor  
 Sign Contractor

1. Owner of Company First & Last Name \_\_\_\_\_
2. Company Name \_\_\_\_\_
3. Permanent Address \_\_\_\_\_  
\_\_\_\_\_  
City State Zip
3. Home Phone \_\_\_\_\_ U. S. Citizen? ( ) Yes ( ) No
4. Date of Birth \_\_\_\_\_ FED I.D. # OR SS# \_\_\_\_\_
5. State of Ohio License? ( ) Yes ( ) No
6. State License Number \_\_\_\_\_ Expires \_\_\_\_\_
6. Business Name \_\_\_\_\_
7. Business Address \_\_\_\_\_
8. Business City, State & Zip \_\_\_\_\_
9. Business Phone \_\_\_\_\_
10. Email Address \_\_\_\_\_

It is agreed that the applicant will conform with all rules, regulations and ordinances of the City of Massillon, Ohio, and that the allegations, representations and statements made in this application are true; and the applicant acknowledges that any falsification made on this form will void the application.

\_\_\_\_\_  
Date Signed: \_\_\_\_\_, 20\_\_\_\_

Signature of Applicant  
**FEES ARE NOT REFUNDABLE**

**ALL REGISTRATIONS OR RENEWALS OF SAME SHALL EXPIRE AS STATED IN THE MASSILLON CITY ORDINANCES.**

**CITY OF MASSILLON, OHIO**

**FIRE SUPPRESSION CONTRACTOR'S BOND**

**KNOW ALL MEN BY THESE PRESENTS**, that \_\_\_\_\_  
as principal, and \_\_\_\_\_  
as surety, are held and firmly bound unto the City of Massillon or to any of its officers, for  
the use of any person, persons, firm or corporation with whom such principal shall contract  
to do fire suppression work, in accordance with the provisions and requirements of the  
Fire Suppression Code of the City of Massillon, in the penal sum of Ten Thousand Dollars  
(\$10,000.00), lawful money of the United States, for the payment of which sum well and  
truly to be made, we bind ourselves, our heirs, executors, administrators, successors and  
assigns, jointly and severally, firmly by these presents.

Sealed with our seals and dated this \_\_\_\_\_.

**THE CONDITIONS OF THE ABOVE OBLIGATION ARE SUCH**, that whereas  
the above bonden, \_\_\_\_\_, has  
made application to the Commissioner of Building for a Certificate of Registration as a  
Fire Suppression Contractor to engage in the business of Fire Suppression in Massillon  
during the year beginning \_\_\_\_\_ and ending February 28, \_\_\_\_\_.

**NOW THEREFORE**, if the said \_\_\_\_\_ shall well  
and truly indemnify, keep and save harmless the City of Massillon, or any of its agents or  
officials for the use of any person, persons, firm or corporation with whom such contractor  
shall contract to do work, and shall indemnify and pay any such person, firm or corporation  
for damage sustained on account of the failure of such contractor to perform the work so  
contracted for in accordance with the provisions of the Fire Suppression Code of  
Massillon, and any and all lawful rules and regulations promulgated under the authority  
thereof, including Ordinance No. 1313, and from or by reason or on account of anything  
done under and by virtue or any permits issued under such registration for the doing of  
any work required to be done in the contracting of buildings or other structures or any part  
of parts thereof, then this obligation shall be null and void; otherwise to remain in full force  
and effect.

**APPROVED:**

**Insurance Surety Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Owner of Company Signature** \_\_\_\_\_

**Date** \_\_\_\_\_



**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:

<b>OWNER</b> _____	<b>ADDRESS</b> _____ <b>CITY/STATE/ZIP</b> _____	<b>PHONE</b> _____ <b>EMAIL</b> _____
<b>CONTRACTOR</b> _____	<b>ADDRESS</b> _____ <b>CITY/STATE/ZIP</b> _____	<b>PHONE</b> _____ <b>EMAIL</b> _____

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



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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.



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**APPLICATION FOR REGISTRATION FOR:**

Journeyman Fire Suppression Installer

Fire Suppression Installer's Apprentice

1. Installer's First and Last Name \_\_\_\_\_

2. Address \_\_\_\_\_

\_\_\_\_\_

City

State

Zip

3. Phone Number \_\_\_\_\_

4. Social Security # \_\_\_\_\_

It is agreed that the applicant will conform with all rules, regulations and ordinances of the City of Massillon, Ohio, and that the allegations, representations and statements made in this application is true; and the applicant acknowledges that any falsification made on this form will void the application.

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

Date Signed: \_\_\_\_\_

**ALL REGISTRATIONS OR RENEWALS OF SAME SHALL EXPIRE AS STATED IN THE MASSILLON CITY ORDINANCES.**