



CITY OF MASSILLON - PERMITS 101 FAQ

BUILDING DEPARTMENT No. _____ Date _____
 Alteration / Addition / New _____ Structure - Owner _____
 Street _____ Contractor _____
CALL: 830-1724 FOR REQUIRED INSPECTIONS
 POST UNDERCOVER ON SITE

BUILDING FOOTER / FOUNDATION PRIOR TO CONCRETE / PRIOR TO BACKFILL / NEW STONE & BRICKWORK	ELECTRICAL UNDERGROUND / ROUGH
BUILDING ROUGH ELECTRICAL ROUGH / APPROVAL MECHANICAL INSPECTION PRIOR TO ROOFING / WALLS	ELECTRICAL FINAL
BUILDING FINAL ELECTRICAL FINAL APPROVAL	PLUMBING UNDERGROUND / ROUGH
HVAC UNDERGROUND / ROUGH	PLUMBING / FINAL
HVAC FINAL	FIRE SUPPRESSION CONCRETE / ROOF / CEILING / FLOOR

What is the purpose of permits and codes?

The purpose behind building codes is to give reasonable assurances that a home is safe from structural failure, fire hazards from electrical and heating systems, electrical shock and health risks. The permits provide a permanent record of the work performed and inspections conducted on the project. When issuing a permit, officials verify that the contractor has a valid contractor's license with the City of Massillon. On occasion, the permitting process will discover a contractor's license has been suspended. All this protects the homeowner. Also, some homeowners are finding that prospective buyers or lending institutions want proof that alterations were performed in compliance with local codes. Without a permit, there is no proof.

When is a permit needed?

As a general rule, whenever a project is \$200 or more, a permit is needed. Whenever something is being added to the lot or something is being enlarged, a permit is needed. Below is a guideline of what type of work needs a permit. This list is intended as a guideline only, if you are in doubt you should always call the Building Department to see if you will need a permit.

PERMIT IS REQUIRED FOR:

- *Accessory Buildings/Sheds
 - *Additions or Interior Remodels
 - Basement Waterproofing
 - *Decks (additions or remodels)
 - Demolition/Razing
 - Drywall Layover
 - Electrical Work
 - *Fences (new or replacements)
 - *Garages (new & additions)
 - Glass Block Windows
 - Gutters & Downspouts
 - Heating, Ventilating & Air Conditioning
 - Hot Water Tank
 - *New Residential Dwellings
 - *New Commercial Buildings
 - *Patio/Porch (covered only)
 - Plumbing Work
 - Re-roofing (house or garage)
 - Siding (house or garage)
 - Signs (new and replacements)
 - Soffit & Fascia
 - Sump Pumps-new (electrical permit also required)
 - *Swimming Pools
 - Windows/Doors (new or replacements)
- *indicates drawings are required to be submitted and reviewed before a permit can be issued.**

PERMIT IS NOT REQUIRED FOR:

- Concrete (except for street opening or public sidewalk)
- Countertops or Cabinets
- Installing phone or cable TV wire
- Landscaping (trees, bushes, shrubs, etc.)
- Painting or Carpeting
- Patio/Porch (not covered); covered roof requires a permit
- Replacing floor coverings (commercial will require permit)
- Retaining wall (unless creates drop over 30")
- Replacing residential tub surround; commercial will need a permit
- Storm Door (new or replacements)

How much does a permit cost?

Building Permits are based on the cost of the job as follows: \$5.00 per \$1,000 of job cost plus a \$50.00 base fee. There is also a State Assessment Fee added to that amount, residential is 1% and commercial is 3%. If the project is over \$100,000, the rate drops to \$1.00 per \$1,000, after the initial \$100,000. Depending on what is being done, additional inspections or plan review fees may be added to the permit fee.

How do I get a permit?

The Massillon Building Department hours are Monday through Friday, 8:30-4:30. For additions, decks, porches, garages, fences, sheds, swimming pools, etc., you will need to submit a plot plan showing the dimensions of the property and the distances from proposed structure to the lot lines and from the house. Along with the plot plan, a completed building permit application will need to be filled out. For structural changes or additions, submit a wall cross section or drawing showing construction details and specifications.

FOR MORE INFORMATION, PLEASE VISIT OUR WEBSITE AT:
<https://massillonohio.gov/development/building-department>
OR CALL THE MASSILLON BUILDING DEPARTMENT AT: (330) 830-1724



**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 _____

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	
TOTAL PERMIT FEE	

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