



**Massillon Building Department
Municipal Government Center
One James Duncan Plaza /Massillon, OH 44646
Phone: (330) 830-1724 / Fax: (330) 830-1782**

ITEMS NEEDED TO BECOME A LICENSED SIGN CONTRACTOR

- 1) Completed Sign Contractor's Application
- 2) Certificate of Insurance for Three Hundred Thousand Dollars
- 3) \$100.00 Yearly License Fee

THESE MATERIALS NEED TO BE APPROVED BY OUR OFFICE BEFORE A PERMIT CAN BE ISSUED:

Two sets of the following:

- 1) Plot plan (Zoning)
- 2) Two sets of drawings (wind loads, footings, etc.)
- 3) Landlord letter of approval (if applicable)

TO OBTAIN A PERMIT

Applicant is to fill out a blank building permit

There is \$50.00 base fee

Plus, \$5.00 per thousand dollars of the work being done

Also, there's a 3% commercial fee (to the State of Ohio) added to the total of the permit

Date _____

**MASSILLON BUILDING DEPARTMENT
APPLICATION FOR REVIEW & LICENSE OF**

() Sign Contractor

() Demolition Contractor

COMPANY NAME _____

ADDRESS _____

OWNER'S NAME _____

BUSINESS PHONE _____

BUSINESS FAX _____

CONTACT PERSON _____

Signature of Applicant

Date Signed

CITY OF MASSILLON, OHIO
Department of Public Safety—Building Division
Application for Building Permit

FEE \$ _____

Date _____

TO THE INSPECTOR OF BUILDINGS:

Application is hereby made for PERMIT to erect 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 _____	Phone _____
Elec. Contr. _____	Address _____	Phone _____
Plumb. Contr. _____	Address _____	Phone _____
Heating Contr. _____	Address _____	Phone _____
Gen. Contr. _____	Address _____	Phone _____

LOCATION AND DESCRIPTION OF BUILDING AND PROPERTY

Street and No. _____	Footer _____
_____ Side of Street. Sublot No. _____ Allotment _____	Foundation _____
Lot } _____ ft. front _____ ft. deep on the _____ side being } _____ ft. rear _____ ft. deep on the _____ side	Rough(s) _____
	Additional _____
Number of stories _____ and basement _____	Penalty _____
Size of Building: Width _____ Depth _____ Total Height _____	Other _____
Type of Construction: <input type="checkbox"/> FRAME <input type="checkbox"/> COMPOSITE <input type="checkbox"/> MILL <input type="checkbox"/> SLOW BURNING <input type="checkbox"/> FIRE PROOF	Base _____
Sq. ft. of contents _____ How is building to be occupied? _____ CLASS OF BUILDING _____	\$0-\$100,000, \$.50\100 _____
Is Street Curb in to establish grade in front of building? _____ Bldg. grade necessary _____	Over \$100,000 \$1.00\1000 _____
	Subtotal _____
	1 or 3% BBS _____
	Total _____

Remarks _____

Signature of Applicant _____

The applicant, agent, owner of this building and the undersigned... (1) Agrees to conform to applicable laws of the City of Massillon and State of Ohio. (2) Responsible to verify that the job location is within the city limits. (3) No refund will be issued. (4) The address is correct. (5) Responsible for making arrangements for all inspections. (6) General contractor shall notify all utility companies involved in the site no more than ten days and no less than 48 hours in advance of excavation. (ORC 3781.28)

Building Permit

YOU ARE HEREBY GRANTED PERMISSION to: ☐ Repair ☐ Raze ☐ Remodel ☐ Erect

a structure at _____

in the City of Massillon, Ohio, in accordance with your application on file in this Department, said structure to be completed by _____. 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 all ordinances of the City of Massillon and the laws of State of Ohio relative to the construction 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 erection of the structure.

_____, Building Official