

Commercial Building Permit Application

Portage County Building Department
449 S. Meridian St. Ravenna, Ohio 44266
Phone: (330) 297-3530 Fax: (330) 297-3896

Date Received

PEN # _____
Permit # _____
Township _____
Village _____
Flood Map _____

Part 1 General Information

Project Name _____

Project Address _____

Permanent Parcel # _____ Flood Zone _____

Project Cost \$ _____ Zoning Certificate _____ Sewer/Septic/EPA _____

Description of work: _____

Part 2 Owner

Name _____ Phone _____

Address _____

City _____ State _____ Zip _____

Part 3 Applicant / Contractor

Name _____ Phone _____

Address _____

City _____ State _____ Zip _____

I hereby certify that the proposed work is authorized by the Owner of Record, and that I am authorized to submit this application as his/her agent and that I agree to conform to all applicable laws and rules of the State of Ohio, and resolutions of Portage County. Inspections shall be called at least (24) hours in advance using our voice mail number (330-297-3530). Contact the Health Department at (330-297-3502) to schedule plumbing inspections.

Expiration: In accordance with Section 105.5 of the OBC (2007 Edition) the approved plans become invalid if construction, erection, alterations, or other work upon the building has not commenced within 12 months of the plan approval. One extension shall be granted for an additional 12-month period if requested by the owner at least 10 days in advance of the expiration and upon payment of a \$100 dollar fee.

Extension: In accordance with Section 105.6 of the OBC (2007 Edition) if during the course of construction, work is delayed or suspended for more than 6 months, the approval of plans is invalid. Two extensions shall be granted for 6 months each if requested by the owner at least 10 days in advance of the expiration of the approval and upon payment of a \$100 dollar fee for each extension.

Applicant Signature _____ Date _____

Commercial Building Fees

<u>Item</u>	<u>Application Fee</u>	<u>Unit Fee</u>	<u>Amount</u>
[] New Buildings / Additions	175.00	6.00 / 100 gsf	\$ _____
[] Alterations	175.00	4.75 / 100 gsf	\$ _____
[] Industrialized Unit	160.00	4.75 / 100 gsf	\$ _____
[] Plan Review Invoice Charges		number of hours _____ X 75.00 /hr	\$ _____
[] Minor Repairs (as determined by the CBO)		50.00	\$ _____
[] Foundation Only Permit Fee		150.00	\$ _____
[] Demolition		150.00	\$ _____
[] Special Inspections (fire damage/day care/adult care)		70.00	\$ _____
[] Change of Occupancy Inspections		60.00	\$ _____
[] Failed re-inspections		40.00	\$ _____
[] Penalty Fee (work started prior to obtaining a permit)		Twice the scheduled fee	\$ _____
[] Permit extension / renewal fee (attach request letter)		100.00	\$ _____
		Sub Total	\$ _____
		Add 3% percent per Senate Bill # 359	\$ _____
		TOTAL FEES	\$ _____

Note 1. Application fees are not refundable.

Note 2. Area used to determine Unit Fee is calculated to include all levels of the building, decks, porches, ramps, areaways, steps, canopies and other appurtenances.

Note 3. **Make checks payable to Portage County Treasurer.**

PERMIT CK# _____ PERMIT RECEIPT# _____

Clerk _____ Date _____