

# Commercial Building Permit Application

Portage County Building Department  
449 S. Meridian St. Ravenna, Ohio 44266  
Phone: (330) 297-3531 Fax: (330) 297-3896

Date Received
---------------

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

## Part 1 General Information

Project Name \_\_\_\_\_

Project Address \_\_\_\_\_

Permanent Parcel # \_\_\_\_\_ Flood Zone \_\_\_\_\_

Description of work \_\_\_\_\_

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

## 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 (330-298-1113). 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 (to be filled out by Dept. staff)

<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	\$ _____
		<b>Sub Total</b>	\$ _____
		<b>Add 3% percent per Senate Bill # 359</b>	\$ _____
		<b>TOTAL FEES</b>	\$ _____

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 \_\_\_\_\_

Chief Building Official \_\_\_\_\_ Date \_\_\_\_\_