

**MASSILLON BUILDING DEPARTMENT  
CITY OF MASSILLON, OHIO  
ONE JAMES DUNCAN PLAZA, MASSILLON, OHIO 44646  
PHONE: (330) 830-1724 \* FAX: (330) 830-1782  
EMAIL: [building@massillonohio.com](mailto:building@massillonohio.com)**

**REQUIRED DOCUMENTS AND  
PROCEDURES FOR COMMERCIAL  
PLAN REVIEW; NEW AND  
EXISTING STRUCTURES**

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**INITIAL SUBMITTAL OF PLANS**

- 1) Three (3) sets of plans stamped by a Professional engineer or Ohio Registered Architect (including plumbing, hvac and electrical).
- 2) Completed “Application for Building Permit” and “Plan Submittal Code Form”.
- 3) Submit to the Building Department for review, along with the appropriate plans examination fee.

**REVIEW PROCESS**

- 1) Plans will be reviewed in accordance with the 2011 Ohio Building, Mechanical and Plumbing codes. All three (3) sets will be stamped with review status.
- 2) Correction letter (gray form) will be completed by the Plans Examiner.
  - When approved, the three (3) sets of plans will be marked BUILDING DEPARTMENT, KEEP AT SITE AND AUTHOR OF DRAWINGS.
  - When the representative comes to the office, they must sign the correction letter before the drawings will be released.
  - The set of plans stamped “Keep at Site” must be available at all times at the site for inspection.
  - If plans are not approved, they must be REVISED AND RESUBMITTED as instructed on the correction letter.

**RE-SUBMISSION OF PLANS**

- 1) Applicant shall complete the following steps:
  - a) Submit three (3) complete sets of revised plans in compliance with the correction letter; or
  - b) One written response to correction letter by “Author of Drawings”.
  - c) Attach additional items requested such as truss drawings, soil reports, electrical drawings, etc.
- 2) The plans examiner will review documents again and coordinate with original comments.
- 3) If approved during the second review, drawings will be processed and the building/zoning permit will be issued.

The correction letter must also be kept at the job site and becomes part of the approved drawings.

If plans are rejected, they will be so stamped and another re-submittal will be required.

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1301.11 PLAN EXAMINATION FEES.

(a) There shall be an application and processing fee as indicated below for all plans submitted for code compliance review per OBC, including one, two and three family dwelling units. This shall include structural, HVAC, Electrical, Plumbing, Heating and ADA requirements, Automatic Sprinkler & Fire Suppression, Industrialized Units. Submission may be separate or a total package.

(b)	Plans Examination	Application Fee	Fee (square foot)
	General	\$100.00	\$0.02 per Sq. Ft.
	Plumbing	\$100.00	\$0.02 per Sq. Ft.
	HVAC	\$100.00	\$0.02 per Sq. Ft.
	Electrical	\$100.00	\$0.02 per Sq. Ft.
	Hoods	\$100.00	
	Automatic Sprinkler & Fire Suppression	\$100.00	\$0.02 per Sq. Ft.
	Industrialized Units	\$100.00	\$0.02 per Sq. Ft.

(c) A three percent (3%) surcharge will be charged on plan review fees.

(d) An additional fee of fifty percent (50%) of the original fee will be charged after the second re-submittal.

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**COMMERCIAL FEES EFFECTIVE JANUARY 3, 2011**

1301.10 PERMIT FEES.

(1)	Standard Permit fee (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.

*Effective July 1, 2002*  
**CITY OF MASSILLON PLAN SUBMITTAL CODE FORM**  
 One James Duncan Plaza, Massillon, Ohio 44646

PROJECT ADDRESS \_\_\_\_\_ PLAN EXAM NO. \_\_\_\_\_

SUITE OR ROOM NO. \_\_\_\_\_ TENANT NAME \_\_\_\_\_

DESCRIBE IN DETAIL PROPOSED WORK \_\_\_\_\_

REGISTERED DESIGN PROFESSIONAL (COMPANY)	NAME _____	TELEPHONE __ (____) _____
	ADDRESS _____	FAX __ (____) _____
	CITY, STATE, & ZIP _____	
PROJECT DESIGNER (CONTACT PERSON)	NAME _____	TELEPHONE __ (____) _____
		EMAIL _____
PROJECT OWNER OR TENANT	NAME _____	TELEPHONE __ (____) _____
	ADDRESS _____	FAX __ (____) _____
	CITY, STATE, & ZIP _____	
<b>ESTIMATED PROJECT COSTS:</b>		
BUILDING NEW OR ADDITION _____ BUILDING ALTERATION _____ SITE WORK _____		
A. EXISTING USE GROUP: _____ PROPOSED USE GROUP: _____ (OBC 302.1)		
B. MIXED USE: <input type="checkbox"/> N/A <input type="checkbox"/> SEPARATED <input type="checkbox"/> NON-SEPARATED            (OBC 302.3)		
(REGISTERED DESIGN PROFESSIONAL MUST SUBMIT DIAGRAM INDICATING FIRE AREAS AND SQ.FT. OF EACH AREA)		
C. EXISTING CONSTRUCTION CLASSIFICATION: _____ NEW CLASSIFICATION: _____ (OBC 602.1)		
D. TOTAL GROSS FLOOR AREA:            PROPOSED OR ALTERED _____ (OBC 106.1.1)		
	BUILDING AREA EACH FLOOR _____ SF.	PROPOSED FLOOR AREA _____ SF. (OBC 503)
	BUILDING HT. _____	PROPOSED BUILDING HT. _____ (OBC 503)
	NO. OF STORIES _____	PROPOSED NO. OF STORIES _____ (OBC 503)
E. AREA LIMITATIONS: <input type="checkbox"/> GENERAL LIMITATION <input type="checkbox"/> UNLIMITED AREA BUILDING            (OBC 507)		
F. FIRE SUPPRESSION:            EXISTING <input type="checkbox"/> NONE <input type="checkbox"/> PARTIAL <input type="checkbox"/> TOTAL <input type="checkbox"/> (OBC 903)		
NEW <input type="checkbox"/> NONE <input type="checkbox"/> PARTIAL <input type="checkbox"/> TOTAL <input type="checkbox"/> (OBC 903)		
G. IS STRUCTURE IN A FLOOD PLAIN: <input type="checkbox"/> NO <input type="checkbox"/> YES            (MASSILLON BUILDING CODE)		
H. FOR NEW BUILDINGS OR ADDITIONS:            ATTACH ENERGY CALCULATIONS            (OBC 1301.1)		
I. OCCUPANT LOAD BY SF. METHOD:            ACTUAL/PROPOSED:            EMPLOYEE NO.:            (OBC 1003.1)		

REQUIRED CONSTRUCTION DOCUMENTS, INCLUDING THIS FORM, WHEN SUBMITTED FOR INSPECTION AS REQUIRED UNDER OBC 106, SHALL BEAR THE IDENTIFICATION OF THE REGISTERED DESIGN PROFESSIONAL PRIMARILY RESPONSIBLE FOR THEIR PREPARATION AND FOR THE PROVISIONS FOR SAFETY AND SANITATION SHOWN THEREIN.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

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

FEE \$ \_\_\_\_\_

## Application for Building Permit

Massillon, OH \_\_\_\_\_

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 Were Drawings  
 being } \_\_\_\_\_ ft. rear \_\_\_\_\_ ft. deep on the \_\_\_\_\_ side Approved? \_\_\_\_\_  
 Additional \_\_\_\_\_  
 Penalty \_\_\_\_\_  
 Other \_\_\_\_\_  
 Base \_\_\_\_\_  
 Number of stories \_\_\_\_\_ and basement \_\_\_\_\_ Estimated Cost Complete \$ \_\_\_\_\_  
 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 BUILDING \_\_\_\_\_  
 Is Street Curb in to establish grade in front of building? \_\_\_\_\_ Bldg. grade necessary \_\_\_\_\_

	\$0-\$100,000, \$.50\100 _____
	Over \$100,000 \$1.00\1000 _____
	<b>Subtotal</b> _____
	<b>3% BBS</b> _____
	<b>Total</b> _____

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 with-in 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