

**Massillon Building Department  
Municipal Government Annex  
151 Lincoln Way East  
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% state assessment fee added to the total of the permit

*The drawings may be sent to our office for review by fax or email, and we will call you when the plans are approved and the permit is ready to be issued.*

NO. \_\_\_\_\_

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

FEE: \_\_\_\_\_

APPLICATION FOR EXAMINATION OR FOR RENEWAL OF  
MASSILLON CITY REGISTRATIONS

- |   |  |
|---|--|
| <input type="checkbox"/> Contractor       | <input type="checkbox"/> Journeyman            |
| <input type="checkbox"/> Electrical       | <input type="checkbox"/> Electrical            |
| <input type="checkbox"/> Heating          | <input type="checkbox"/> Plumbing              |
| <input type="checkbox"/> Home Improvement | <input type="checkbox"/> Electrical Apprentice |
| <input type="checkbox"/> Plumbing         |  |

1. Full Name \_\_\_\_\_

2. Permanent Address \_\_\_\_\_

_____	_____	_____
City	State	Zip

3. Home Phone \_\_\_\_\_ U. S. Citizen? Yes or No

4. Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ FED I.D. # OR SS# \_\_\_\_\_

5. Education – Years Completed \_\_\_\_\_

6. Present Occupation \_\_\_\_\_

7. Current Employer \_\_\_\_\_

8. Employers Address \_\_\_\_\_

9. Business Phone \_\_\_\_\_

10. Experience in Construction:  
Apprenticeship, Technical Training, Etc: \_\_\_\_\_  
\_\_\_\_\_

11. Number of years or months of practical experience in the field at the  
construction trade: \_\_\_\_\_  
or in a related field: \_\_\_\_\_  
type of work in related field: \_\_\_\_\_

It is agreed that the applicant will conform with all rules, regulations and ordinances of  
the City of Massillon, Ohio, and that the allegations, representations and statements made in this  
application are true; and the applicant acknowledges that any falsification made on this form will  
void the application.

\_\_\_\_\_  
Signature of Applicant  
**FEES ARE NOT REFUNDABLE**

Date Signed: \_\_\_\_\_, 20\_\_\_\_

ALL REGISTRATIONS OR RENEWALS OF SAME SHALL EXPIRE AS STATED IN THE MASSILLON  
CITY ORDINANCES.

# \* EXAMPLE \*

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

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

## Application for Building Permit

Massillon, OH 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 Acme Retail Store Address 254 Some Street, NW Phone 330-830-1724

Elec. Contr. \_\_\_\_\_ Address Massillon, OH Phone \_\_\_\_\_

Plumb. Contr. \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Heating Contr. \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

SIGN Gen. Contr. Signs Are Us Address 710 ANY Street, SE Phone 330-830-1779  
MASSILLON, OH

### LOCATION AND DESCRIPTION OF BUILDING AND PROPERTY

Street and No. 151 Lincoln Way, E.

Footer \_\_\_\_\_

Side of Street. Sublot No. Allotment \_\_\_\_\_

Foundation \_\_\_\_\_

Lot being } \_\_\_\_\_ ft. front \_\_\_\_\_ ft. deep on the \_\_\_\_\_ side  
} \_\_\_\_\_ ft. rear \_\_\_\_\_ ft. deep on the \_\_\_\_\_ side

Rough(s) \_\_\_\_\_

Were Drawings Approved? \_\_\_\_\_

Additional \_\_\_\_\_

Number of stories \_\_\_\_\_ and basement \_\_\_\_\_ Estimated Cost Complete \$ 5,000<sup>00</sup>

Penalty \_\_\_\_\_

Size of Building: Width 5' Depth 2' Total Height 5'

Other \_\_\_\_\_

Base 50<sup>00</sup>

\$0-\$100,000, \$50\100 25<sup>00</sup>

Type of Construction:  FRAME  COMPOSITE  MILL  SLOW BURNING  FIRE PROOF

Over \$100,000 \$1.00\1000 \_\_\_\_\_

Sq. ft. of contents \_\_\_\_\_ How is building to be occupied? \_\_\_\_\_ CLASS OF BUILDING \_\_\_\_\_

Subtotal 75.00

Is Street Curb in to establish grade in front of building? \_\_\_\_\_ Bldg. grade necessary \_\_\_\_\_

1 or 3% BBS 2.25

Total 77.25

Remarks Erect 5' x 5' Sign

Signature of Applicant x Signature

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

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

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

### Application for Building Permit

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

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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? \_\_\_\_\_

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  
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 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)

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\_\_\_\_\_, Building Official