



BUILDING PERMIT'S 101

What is the purpose of permits and codes?

The purpose behind building codes is to give reasonable assurances that a home is safe from structural failure, fire hazards from electrical and heating systems, electrical shock and health risks. The permits provide a permanent record of the work performed and inspections conducted on the project. When issuing a permit, officials verify that the contractor has a valid contractor's license with the City of Massillon. On occasion, the permitting process will discover a contractor's license has been suspended. All this protects the homeowner. Also, some homeowners are finding that prospective buyers or lending institutions want proof that alterations were performed in compliance with local codes. Without a permit, there is no proof.

When is a permit needed?

As a general rule, whenever a project is \$100 or more, a permit is needed. Whenever something is being added to the lot or something is being enlarged, a permit is needed. Below is a guideline of what type of work needs a permit. This list is intended as a guide only, if you are in doubt you should always call the Building Department to see if you will need a permit.

Permit is required for:		
Additions	Basement Waterproofing	Decks (additions or remodels)
Drywall Layover	Electrical Work	Fences (new or replacements)
Glass Block Windows	Gutters & Downspouts	Heating, Ventilating & Air Conditioning
Hot Water Tank	Kitchen Cabinets	Patio (covered only)
Plumbing Work	Re-roofing (house or garage)	Sheds/Accessory Buildings
Siding (house or garage)	Soffits & Fascia	Sump Pumps (electric permits required)
Swimming Pools	Windows/Doors (new or replacements)	
Permit is <u>not</u> required for:		
Concrete (except for street opening or public sidewalk)	Installing phone or cable TV wire	
Painting or carpeting	Patio – not covered; patio with roof requires a permit.	
Replacing floor coverings (commercial will require permit)	Replacing residential tub surround; commercial will need a permit.	
Retaining wall (unless creates drop over 30").		

How much does a permit cost?

Building Permits are based on the cost of the job as follows: \$5.00 per \$1,000 of job cost plus a \$50.00 base fee. There is also a State Assessment Fee added to that amount, residential is 1% and commercial is 3%. If the project is over \$100,000, the rate drops to \$1.00 per \$1,000, after the initial \$100,000.

How do I get a permit?

The Massillon Building Department hours are Monday through Friday, 8:30 - 4:30. For additions (decks, porches, garages included), fences, shed, swimming pools, etc., you will need to submit a plot plan showing the dimensions of the property and the distances from proposed structure to the lot lines and from the house. Along with the plot plan, a completed building permit application will need to be filled out. For structural changes or additions, submit a wall cross section or drawing showing construction details and specifications.

Contact Information:

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