

## **NEW HOUSE PLAN SUBMISSION PROCEDURE**

1. PLOT PLAN
2. HOUSE NUMBER FORM ( Engineering Department)
3. ALLOTMENT DEVELOPER APPROVAL ( If Applicable)
4. 2 SETS OF HOUSE PLANS INCLUDING THE FOLLOWING:
  - Foundation Plan
  - Wall Cross Section
  - Elevations
  - Floor Plans
  - Manufactured Homes: Required Standards of Construction
5. BUILDING DEPARTMENT COMPLETED APPLICATION

**\*APPROVAL PROCESS REQUIRES UP TO 72 HOURS FROM COMPLETE SUBMISSION.**

Building, Plumbing and Heating Inspections are performed daily between the hours of 10:00 a.m. to 3:30 p.m. Please call one day ahead of time to schedule inspections.

Electrical Inspections are performed everyday between the hours of 9:30 a.m. and 3:30 p.m. Inspections may be called in on the same day anytime before 9:30 a.m.

Address forms, concrete permits and sanitary sewer permits are obtained through the Engineering Department, please contact them for specific information.

City of Massillon Building Department: 330-830-1724

City of Massillon Sewer/Waste Department: 330-830-1704

City of Massillon Engineering Department: 330-830-1722

Consumers Ohio Water Company: 330-833-4156

**RESIDENTIAL FEES EFFECTIVE JANUARY 20, 2011**

1305.03 Dwelling Plans Examination. All new dwellings and additions require plans examination. The fee for plans examination made by the Chief Building Official (Plans Examiner) for new or remodeled one- two- or three-family dwellings shall be \$75.00.

1305.04 Schedule of Fees for Building Permits.

Applications for all building permits shall be accompanied by payment of the following fee:

- |     |   |          |
|-----|---|----------|
| (1) | Standard Permit fee<br>(Includes only the final inspection) | \$ 50.00 |
| (2) | Each Rough Inspection                                       | \$ 30.00 |
| (3) | Any requested Inspection<br>other than standard             | \$ 50.00 |
| (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 |
- (a) Permit fees shall be based on the estimated cost of construction including, but not necessarily limited to all sub trade costs.
- (b) A base fee of Fifty dollars (\$50.00) shall be charged for each permit issued.
- (c) In addition to the base fee in subsection (b) hereof the following fees shall be charged:
- |                      |   |
|----------------------|---|
| \$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 |

All fees charged will be rounded off to the closest whole dollar amount.

A 1% State Assessment Fee will be added to the total permit fee.

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

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

## Application for Building Permit

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 \_\_\_\_\_ 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 \_\_\_\_\_  
 Number of stories \_\_\_\_\_ and basement \_\_\_\_\_ Estimated Cost Complete \$ \_\_\_\_\_ Other \_\_\_\_\_  
 Size of Building: Width \_\_\_\_\_ Depth \_\_\_\_\_ Total Height \_\_\_\_\_ Base \_\_\_\_\_  
 Type of Construction:  FRAME  COMPOSITE  MILL  SLOW BURNING  FIRE PROOF \$0-\$100,000, \$.50\100 \_\_\_\_\_  
 Sq. ft. of contents \_\_\_\_\_ How is building to be occupied? \_\_\_\_\_ CLASS OF BUILDING \_\_\_\_\_ Over \$100,000 \$1.00\1000 \_\_\_\_\_  
 Is Street Curb in to establish grade in front of building? \_\_\_\_\_ Bldg. grade necessary \_\_\_\_\_ 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 within 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

# SAMPLE PLOT PLAN

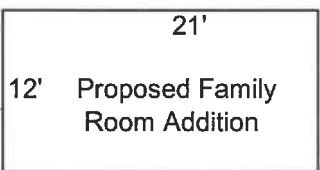
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone No. \_\_\_\_\_  
Interior or Corner Lot \_\_\_\_\_  
Lot No. \_\_\_\_\_



40'

32'

10'

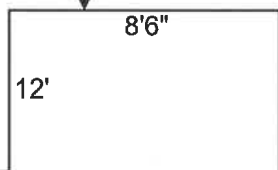


12'

21'

12'

Proposed Family Room Addition

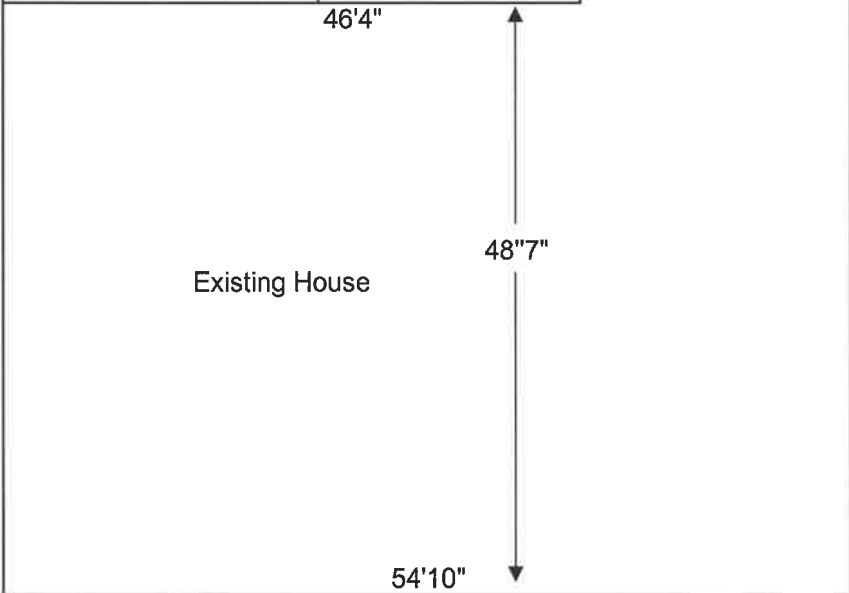


8'6"

12'

46'4"

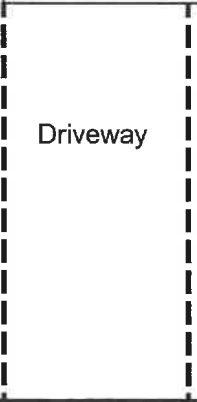
48'7"



Existing House

54'10"

24'



Driveway

50'

S  
T  
R  
E  
E  
T  
  
N  
A  
M  
E

S  
T  
R  
E  
E  
T  
  
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E

Zoning District	Minimum Lot Size Per Unit Area (sq. ft.)		Minimum Width (feet)	Structure Maximum Height (stories)		Minimum Yard Setback (Per Lot in Feet)			Rear	Minimum Floor Area Per Unit (sq. ft.)	Maximum of Lot Area Covered (By all buildings)	Maximum Floor Area Ratio (per lot)
	(a)	(a)		(stories)	Maximum Height	Front	Each Side	1 story/2nd story				
R-1 One-Family Residential	7,800	65	(a)	2	25	25(b)	6(b,c)	8(b,c)	30(b)	600	30	-----
R-2 One-Family Residential	9,600	80	(a)	2	25	30(b)	8(b,c)	10(b,c)	30(b)	800	25	-----
R-3 One-Family Residential	12,000	90	(a)	2	25	30(b)	10(b,c)	12(b,c)	35(b)	1,100	25	-----
R-4 One-Family Residential	1/2 Acre	120		2-1/2	35	45	14	16	35	1500	25	--
RT Two-Family Residential	4,800	40	(a)	2	25	25(b)	10(b,c)		35(c)	600	25	-----
RM-1 Multiple Family Res.	d	d	d	2-1/2	25	25(e)	15(e)		35(e)	1 Br - 500 2 Br - 700 3 Br - 900 4 Br - 1100	25	0.5
RM-2 Multiple Family Res.	d	d	d		60	25(e)	30(e)	30(e)	35(e)	1 Br - 500 2 Br - 700 3 Br - 900 4 Br - 1100	-----	1.5
O-1 Office	-----	-----	-----	2-1/2	30	20(f)	15(g,j)	15(g,j)	20(h)	-----	-----	1.0
O-2 Office	-----	-----	-----		60	25(f)	15(g,j)	15(g,j)	20(h)	-----	-----	2.0
B-1 Local Business	-----	-----	-----	2	25	25(f)	(g,j)	(g,j)	20(h)	-----	-----	1.0
B-2 Central Business	-----	-----	-----		60	(f,i)	(i,j)	(i,j)	(h,i)	-----	-----	4.0
B-3 Central Business	-----	-----	-----	3	30	30(f)	(g,j)	(g,j)	20(h)	-----	-----	1.8
I-1 Light Industrial	-----	-----	-----		40	60(k)	(j,l)	(j,l)	(l,m)	-----	-----	-----
I-2 General Industrial	-----	-----	-----		60	80(k)	(j,l)	(j,l)	(l,m)	-----	-----	-----