

BUILDING DEPARTMENT FEE SCHEDULE (A, B, C, D, and E)

ALL FEES CALCULATED BY CONSTRUCTION COSTS INDEX METHOD (CCIM) UNLESS NOTED (item A)

RESIDENTIAL; 1, 2 & 3 family structures, and accessory buildings regulated by the Residential Code of Ohio			
All residential plan approvals and permits are subject to a 1% State assessment fee (based on the total of all charges)			
Type of project	Processing fee; \$	Review fee; \$	Rate x CCIM
Dwellings/ additions/ renovations	10	0	0.00250
Porches/ garages/ decks/ pool/ misc > 600 sf			
Misc./ not included in flat fees			

SPECIFIC AND FLAT FEES (see item E)			
Type of project/ use	# of inspections included w/ fee	Fee; \$	
Manufactured Home w/ State issued seal (excluding electric)	3	500.00	
Demolition; per each structure	1	25.00	
Minimum/ minor permits (roofing, siding, windows)			
Certificate of Occupancy/Use			
Porches/ garages/ decks/ pool/ misc ≤ 600 sf	2	50.00	
HVAC - New construction - 1st unit	n/a or 1	25.00	
HVAC - 2nd unit/ replacement			

COMMERCIAL; four or more family, projects/ use regulated by the Ohio Building Code			
All commercial plan approvals and permits are subject to a 3% State assessment fee (based on the total of all charges)			
Type of project	Processing fee; \$	Plan Review fee; \$/sf, flat	Rate x CCIM
New Structure	125.00	4/100	0.00250
New Structure - shell only		2/100	
Buildout/ renovations/ system modifications		n/a	
Plan Review Certificate	90.00	90.00	n/a
Resubmissions		90.00	
Mechanical/ system modifications CCIM < 10,000	50.00	90.00	0.00250
Mechanical/ system modifications CCIM ≥ 10,000	125.00	180.00	

SPECIFIC AND FLAT FEES (see item E)			
Type of service/ use/ project	# of inspections included w/ fee	Fee; \$	
Authentic approved plans	0	50.00	
Certificate of Occupancy/Use - change of ownership (when on file)	0	65.00	
Certificate of Occupancy/Use, Partial, Time-Limited	1	85.00	
Temporary structure			
Minimum Permit fee for CCIM ≤ 20,000			
Amended construction documents	n/a	100.00	
Demolition each structure	1		
Phased approval/ permit			
HVAC-NEW with project submission	2		
Minor alterations permit with Certificate of Occupancy	2	222.50	

A. Fees determined using the Construction Cost Index Method (CCIM), utilize the affected building gross area, and the base rate (.0025 as established by the Mahoning County Board of Commissioners). The CCIM uses a nationally recognized square foot construction cost schedule (commercial) or a minimum square foot construction cost schedule (residential established by the Building Official). Both may be adjusted annually if needed and implemented on January 1st of each year. The following formula shall be used when fees are calculated using the CCIM, and does not include administrative or additional fees:

$$\text{Affected Gross Building Area} \times \text{Square foot Construction Cost} \times \text{Base Rate} = \text{Fee}$$

- B. All plan approval and permit fees not described above shall be determined by the Chief Building Official and calculated using the Building Department hourly rate, estimated time for services and/or actual cost for any contracted services.
- C. Electrical permit fees established through: Central Electric Inspection Bureau
- D. All required inspections are included with the fees calculated using the construction cost index method; additional inspections due to partial inspections and re-inspections will be an additional charge as listed in miscellaneous fees.
- E. Specific and flat fees include: processing, plan review and # of included inspections indicated. Additional inspections shall be an extra charge and must be paid in full before inspection. 1% and 3% State assessments not included.

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MISCELLANEOUS SERVICE FEES	
SPECIALTY TRADE REGISTRATION AND LICENSURE: (Chapter 4 fees)	Fee; \$
Registration and/ or residential license application (non-refundable)	100.00
Electrical, HVAC, Hydronics, Refrigeration contractor renewals	50.00
Homeowner exemption	25.00 + renewal fee
Late filing for renewal: (required after Dec 31st thru Jan 31st)	up to 500.00
First violation	5000.00 and/or suspension or revocation of registration/ license
Subsequent violations	
ADMINISTRATIVE, PROCESSING AND INSPECTION	Fee; \$, minimum-per hour
Residential inspection/ reinspection/ safety hazard	25.00
Commercial inspection/ reinspection/ safety hazard	50.00
After hours special inspections (weeknights, weekends, and holidays)	112.50
Plan approval/ permit extension- 6 month (2 max)	50.00
Failure to comply w/ Field Notice resulting in legal order	100.00
Appeals request for hearing - all Boards (non-refundable)	100.00
Occupancy without/ before Certificate of Occupancy issued. May be assessed no more than every seven-calendar days	200% of permit fee plus permit fee
Work started without approval or permit	0.10
Copies per page (black and white)	
REFUND POLICY	
The following guidelines shall control all refund requests and refunds:	
Processing fees: Plan approval and permit fees are assessed to cover the cost of processing permit request and therefore are non-refundable once the service has been initiated.	
Clerical error: A full refund of the amount overcharged will be granted due to any clerical error.	
Applicant error: A written request must be submitted within six months of the original payment stating the discrepancy.	
State assessment fees; 3% Commercial and 1% Residential: Pursuant to H.B. 175 and Sections 103.2.4.2 and 103.2.4.1 of Rule 4101:8-1-03 of the Ohio Administrative Code adopted by the Ohio Board of Building Standards, assessment fees for the acceptance and approval of plans and specifications, and the making of all inspections pursuant to division (E) of Section 3781.102 of the Ohio Revised Code shall be collected and remitted monthly to the State and therefore are not refundable once the fee has been processed with the State.	
Permit Cancellation: A written request must be submitted from the contractor or permit holder stating that no work has been performed. Refunds will be calculated as follows:	
1. Processing fees	non refundable
2. Plan Review fees	100% if requested before service is provided; otherwise non refundable
3. Square footage fees	100% minus inspection fee to field verify project status
Time limitation on permit refunds: In no case shall a refund be issued after 180 days from the original plan approval date or permit issue date.	
Request for refund: All requests shall be forwarded to the Mahoning County Building Inspection Department on a fully completed "Refund Request Form" prescribed by the department. Once received, you will be notified that your request is being processed and what amount of refund you can expect to receive.	