

**CITY OF KETTERING
CITY OF OAKWOOD
SCHEDULE FOR PERMITS, INSPECTIONS, CERTIFICATES AND FEES

IN CONJUNCTION WITH CHAPTERS 11 AND 13 OF THE CODIFIED
ORDINANCES**

SCOPE

Chapters 11 and 13 of the Codified Ordinances of the City of Kettering and the followings provisions of this document shall govern the issuance and/or revocation of permits and certificates required by these same chapters, the making of inspections to determine conformance with the terms of such instruments and the fees to be charged applicants therefore. Wherever reference is made to the "Code" it shall be construed to mean the Zoning, Property Maintenance and/or Building Codes that have been adopted as part of Chapters 11 and 13 of the Codified Ordinances.

RESPONSIBILITY OF PERMIT HOLDER

The acceptance of a permit shall bind the permit holder, Owner and any agent of the Owner to the faithful observance of all lawful requirements pertaining to the installation for which the permit has been issued. It shall bind such permit holder to the regulations adopted by the City. Said permit holder shall comply with all orders by any officer of the City of Kettering with respect to any law or ordinance, or matter pertaining to said regulations. Failure to so comply shall be justification for revocation of the permit(s) and/or certificate(s) issued.

GENERAL REGULATIONS GOVERNING FEES

- A. Prepayment of fees: Prepayment of the full permit fee or the minimum plan review fee shall be made at the time of application. Board of Zoning Appeals and/or Planning Commission case fees must be paid in full at the time of application. Applications received without the associated prepayment fees will not be processed. Full payment of all fees is due upon issuance of the permit. Non-payment of the full fee within 30 days of issuance shall constitute withdrawal of the permit application and forfeiture of all plan review fees.
- B. Plan review fees: Except for Oakwood residential plan review fee, all plan review fees are automatically included in the permit fees provided for in the fee schedule (not added on) and are non-refundable. Multi-phase projects (i.e. foundation release followed by additional phases) shall be charged an additional plan review fee for each subsequent phase.
- C. Fees Additive: Unless otherwise specifically noted, the fees prescribed in this schedule shall be additive and separate fees shall be paid for each of the items listed as applicable.
- D. Determination Square Footage/Acres: Where using square footage as the basis for calculating fees, the area shall be calculated as follows:
 - For buildings the square footage for all projects shall be the gross square footage measured from the outside bounding edges of the walls and or foundation including covered vehicle delivery areas, areas under second story extensions, arcades, covered

patios, habitable roof decks or other areas subject to review and inspection under the rules of the applicable building code.

- For interior alterations, the calculated area shall be the entire square footage of the space or room being altered to a limit five (5) feet past the walls or areas affected and exclusive of space outside the building area.
- Addition of a single wall shall be calculated as the lineal footage of the wall times ten (10).
- For minor interior alterations where the exit access or means of egress is affected (i.e. moving or adding fixtures in a retail store with minor remodeling) and therefore subject to inspection and certification for occupancy, the area shall be calculated as a minimum of one third (1/3) of the gross square footage.
- The lot area shall be calculated in accordance with Chapter 1133 of the Codified Ordinance.

E. Changes and Additions to Plans and Specifications: Nothing in the Code shall prohibit the filing of changes and/or additions to plans and specifications at any time before the completion of work for which a permit has been issued, provided such changes and/or additions are in compliance with the applicable code provisions. Such changes and/or additions after approval shall be made a part of the plans and specifications and filed as such. If the requested change involves an increase in floor area, the fee shall be based on the additional square footage plus an additional plan review fee. If the change involves a decrease or no increase in floor area, a plan review fee only shall be charged. Changes in response to a correction letter, minor changes and deferred submittals (i.e. pre-engineered truss drawings, electrical fault calculations, bulletins) that do not require plan review or re-issuance of a permit shall not incur an additional plan review fee.

F. Commencing Work Prior to Issuance of Permit/Investigation fee:

A payment of an investigation fee shall be required when:

- 1) A permit is required for a particular type of work; and
- 2) Such work is commenced on a project before securing a permit; and
- 3) The building official must take necessary steps to determine whether work performed, required inspection prior to the date of the permit and inspections, conforms to code.

The fee for making the necessary investigations prior to issuance of permit shall be equal to the fee for the permit and shall be in addition thereto, but in no event shall the fee for investigation prior to issuance of permit exceed the City's direct cost for the investigation and shall be no less than \$100. The direct cost for investigation shall be charged at a rate of \$100 per hour, or part thereof.

The payment of the investigation fee shall not relieve any person from fully complying with requirements of the code in the execution of the work nor from any penalty prescribed herein. Payment of the investigation fee provided by this section does not preclude a prosecution pursuant to the appropriate code section

G. Special Inspection or Services: When any holder of a permit shall desire an inspection beyond normal business hours including weekends, evenings or holidays, a fee for such inspection or service shall be charged at the rate of \$100.00 for each normal working hour, or part thereof, of time consumed by the inspector or one furnishing the services. A special base fee of \$225.00 will be charged in addition to the \$100.00 per hour. This fee shall be charged for each inspector or person furnishing the services.

- H. Revocation/Reinstatement of Permits or Certificates: When any permit or certificate is revoked because of the violation of any of the provisions of the Code, the fee for reinstating such revocation shall be 50 per cent (50%) of the fee for the original permit or certificate, but in no event shall this fee be greater than \$1,000.00.
- I. Permit Expiration: (For Permits issued under Chapter 13 of the Codified Ordinances) The approval of plans and issuance of the permit is invalid if the construction, erection, alteration, or other work upon the residential or commercial building has not commenced within twelve months of issuance of the permit. One extension shall be granted for an additional twelve-month period if requested by the owner at least ten days in advance of the expiration of the permit and payment of a fee of \$100.00. Upon expiration of a permit, in accordance with the Code's requirements, no work on the building site shall be allowed except to remove a serious hazard, item of eminent danger, public nuisance or property maintenance violation until the permit is renewed, or otherwise remedied by a new permit for construction or demolition in compliance with all codes.
- J. Permit Extension: (For Permits issued under Chapter 13 of the Codified Ordinances) If after construction has commenced, work is delayed or suspended for more than six months, the approval of the plans and the permit is invalid. Two extensions shall be granted for six months each if requested by the owner ten days in advance of the permit expiration and payment of \$100.00 for each extension. A project shall be considered suspended or abandoned if there has been no inspection with a "passed" result within six months of the previous "passed" inspection.
- K. Permit Renewal: (For Permits issued under Chapter 13 of the Codified Ordinances) Upon written application within sixty (60) days after expiration, a permit may be renewed provided no changes have been made in the original plans for such work and the plans comply with the codes currently in affect. The renewal fee shall be the 50% of the amount required for a new permit based on the current fee schedule. Permits expired for more than sixty (60) days shall not be renewed.
- L. Demolition: There are no fees for interior demolition related to interior alteration construction projects if the demolition is conducted as part of the permit for the new work. The fee for interior demolition, partial building removal or complete building removal not associated with an issued permit shall be in accordance with the fee schedule.
- M. Fees for Work Not Specifically Provided: The amount of fees for permits for regulated construction, appliances, equipment or devices where fees are not specifically provided by the Code shall be assigned by the building official to that classification which he considers most reasonable and appropriate, subject to review by the City Manager.
- N. Refunds for Permits/Inspections:
- In the event that the holder of a permit decides to abandon performance of the work authorized by the permit and if no work has commenced, he may return the permit to the building official prior to date of its expiration and receive a refund of a portion of the fee charged. The refund shall be the full amount less plan review fees, inspection fees or other charges incurred. No refund will be issued for plan review fees or any permit valued at less than \$100.00. No refund will be made for any permit returned after date of its expiration.
 - Fees for Certificates of Occupancy are not refundable.
 - Fees for requested special inspections are not refundable unless the inspection has been canceled not less than three (3) days prior to the scheduled inspection date.

- O. Permits and Fees for Governmental Agencies: For buildings owned by and used for the function of the United States government, buildings constructed by the State of Ohio, or on land owned by the State of Ohio, see OBC 4101:1-1 to 1-35.
- The Building Code shall be applicable to the buildings and structures owned and occupied by Governmental Units, their departments and divisions. Governmental Units shall comply with all building code requirements; provided, however, that they shall be exempt from payments of fees relating to work performed solely by the employees upon buildings, structures, and sites owned by them. Fees that may be exempt in such limited circumstances include those normally assessed for permits, certificates and inspections. Work performed for Governmental Units by any other person, contractor, firm or corporation shall comply fully with all code requirements including full payment of all applicable fees.
 - Where the project involves the use of privately owned property leased by a Governmental Unit, the project is subject to full code compliance and permit fees shall be paid.
 - In all cases, it will be the responsibility of the agency, contractor, or other person applying for permits to provide the building official with documentation necessary to verify ownership and use as referred to above.
 - Special projects deemed to be in the public interest may be exempt from fees by written order of the City Manager, or his/her designee.

P. City Document Costs:

A fee is charged for various city documents

- Maps (street, topographic, aerial, planimetric) \$1.00
- Zoning map \$1.00
- Photocopies (per copy) \$.10
- Zoning Code \$20.00 *
- Codified Ordinances of City (w/out binder) \$50.00 *
- Codified Ordinances of City (w/binder) \$55.00 *
- Large format copies (per copy) \$1.00
- Microfilm copies (per copy) \$.60
- Digital electronic media copies (per disk) \$2.00

*Items available for purchase through the City Council Office

Note: The Director of Planning and Development, or his/her designee, by written order, may waive document fees if deemed to be in the public interest.

FEE SCHEDULE

A. DEVELOPMENT & ZONING APPLICATION FEES -
(all fees to be paid at the time the application is filed)

1. **Zoning**

<i>Zoning District Change</i>	(including applications for overlay districts) \$200 + \$25 per acre or fraction thereof
<i>Zoning Code Text Change</i>	(including overlay district text changes) \$200

2. **Administrative Variances** \$50

3. **Variance Hearings, Conditional Use Hearings and Appeals to Board of Zoning Appeals**

<i>Single Family Residential</i>	\$75
<i>All Others</i>	\$150

When existing cases are reconsidered by the Board requiring new legal advertising and notification, \$50 fee will be charged.

4. **Subdivisions** (major, minor and replat)

Commercial	
<i>Preliminary Plans</i>	\$250 + \$25 per acre or fraction
<i>Final Plans</i>	\$250 + \$25 per acre or fraction
Residential	
<i>Preliminary Plans</i>	\$150 + \$25 per acre or fraction
<i>Final Plans</i>	\$150 + \$25 per acre or fraction
Lot Consolidations	\$100
Street Vacations	No Fee (a plat will be required)

5. **Planned Unit Developments** (commercial or residential)

<i>Development Concept Plan</i>	\$250 + \$25 per acre or fraction
<i>Minor Modification</i>	\$150 + \$25 per acre or fraction
<i>Major Modification</i>	\$250 + \$25 per acre or fraction

6. **Signs**

<i>New Sign:</i>	\$75 per sign
<i>Sign Face Replacement:</i>	If a valid sign permit exists, (new tenant or existing tenant) \$15 If a valid sign permit does not exist, shall be treated as a new sign
<i>Billboard:</i>	\$2.00 per square feet of sign face with a minimum fee of \$500
<i>Temporary:</i>	\$30

7. **Land Disturbance Permit**

1-2-3 Family Residential building

applications: \$50 less than one (1) acre
\$75 more than one (1) acre

All others: \$100

8. **Temporary Zoning Certificate:**

The fee for a temporary use of land, including tent permits shall be \$50.
(See commercial structural permits for tents.)

9. **Property Maintenance Fees:**

- A. Appeal to Property Maintenance Board \$75
- B. Property Maintenance Re-inspection fee \$55
- C. Administrative fee for Tall Grass Enforcement \$75
- D. All other Administrative fees \$75/hr. (one-hour minimum)

10. **Plan Review Fees:** (Non-refundable)

Residential \$75
Commercial \$200

B. STRUCTURE PERMIT FEES

1. Pre-payment of the full permit fee or minimum plan review fee (\$75 residential and \$200 commercial, whichever is less) shall be made at the time of application. These fees also apply to plan changes and additions. A 3% state fee applies to all commercial building permit fees.

2. **Commercial Structure Permits**

A) New Buildings or Additions

0—300sf:	\$200
301—500sf:	\$300
501—1000sf:	\$400
Over 1000sf:	\$400 plus \$200 for each add'l 500sf over 1000 or part thereof

B) Interior Alterations

0—300sf:	\$150
301—500sf:	\$220
501—1000sf:	\$300
Over 1000sf:	\$300 plus \$130 for each add'l 500sf over 1000 or part thereof

C) Accessory Structures

<u>Awnings</u>	\$150
<u>Fences</u>	\$75
<u>Sheds</u>	\$75
<u>Retaining Walls</u>	\$150
<u>Dumpster Enclosures</u>	\$150
<u>Pools</u>	\$200

D) Misc. Permits

<u>Tent permits</u>	\$75
<u>Certificate of Occupancy</u>	\$100
<u>Temporary C/O</u>	\$100
<u>Fire Damage Repair</u>	\$200
<u>Interior Demolition</u>	\$100
<u>Building & Site Demo</u>	\$200 <= 1 acre
<u>Building & Site Demo</u>	\$400 > 1 acre

3. **Residential Structure Permits**

A) New Buildings or Additions

0—600sf:	\$175
601—800sf:	\$285
801—1000sf:	\$350
Over 1000sf:	\$350 plus \$160 for each add'l 500sf over 1000 or part thereof

B) Interior Alterations

0—300sf:	\$85
301—600sf:	\$110
601—1000sf:	\$175
Over 1000sf:	\$330

C) Accessory Structures & Misc. Permits

Decks, porches:

0—300sf:	\$85
301—600sf:	\$110
601—1000sf:	\$175
Over 1000sf:	\$330

Detached garages, sheds over 200sf:

201—600sf:	\$175
Over 600sf:	see residential new buildings or additions

Carport/Patio cover: see residential new buildings or additions

<u>Shed(<=200sf):</u>	\$35
<u>Gazebo:</u>	\$35
<u>Above ground pool:</u>	\$35 (may require separate electric permit)
<u>In-ground pool:</u>	\$75 (may require separate electric permit)
<u>Fence:</u>	\$35
<u>Retaining Wall:</u>	\$75

<u>Driveway:</u>	\$35
<u>Patio Slab:</u>	\$35
<u>Ramp:</u>	\$75
<u>Masonry fireplace:</u>	\$75 (for fireplace inserts, see HVAC fee schedule; for gas logs, see plumbing fee schedule)
<u>Fire Damage Repair:</u>	\$75
<u>Demolition:</u>	\$100

D) Notes

For Oakwood residential permits, an additional \$30.00 plan review fee will be charged.

C. HEATING VENTILATION AND AIR CONDITIONING

1. Residential: 1, 2, & 3 Family Structures

<u>New Construction:</u>	\$90.00 + \$30.00 each additional appliance
<u>Replacement:</u>	\$60.00 + \$30.00 each additional appliance
<u>All other HVAC permits:</u>	\$60.00.

2. Commercial: All permits will add a 3% state fee on the total cost of the permit.

<u>Replacement Furnace or AC:</u>	\$100.00 + \$50.00 per each additional appliance
<u>Multi-Family Residential Replacement:</u>	\$60.00 + \$30.00 each additional appliance
<u>Replacement RTU:</u>	\$150.00 per unit
<u>Replacement Boiler:</u>	\$150.00 per unit
<u>Minor Ductwork only</u> (branch ducts & diffusers):	\$100.00
<u>Hoods:</u>	
▪ Type I:	\$200.00
▪ Type I suppressed:	\$250.00
▪ Type II:	\$150.00
▪ Suppression only:	See Fire Permits

New Construction and Interior Alterations: 10.5 cents per square foot (\$200 min.)

3. Additional Inspections:

All permits include 3 inspections. Additional inspections are in groups of 3. Additional inspections are any inspections, in addition to the first 3, requested by the contractor or required by the inspector for incomplete work, multiple failed inspections and no access to inspection site.

<u>Residential:</u>	\$45.00 (per group of 3)
<u>Commercial:</u>	\$60.00 (per group of 3)

4. Notes:

- An appliance is 1 furnace or 1 A/C.
- No refunds will be given on issued permits when the fee is less than \$100.00.
- Emergency repairs done while the permit office is closed, permits must be secured with in 24 hours of the next business day.
- Permits expire after 6 months of inactivity.

D. PLUMBING & GAS PERMITS

1. **Residential: 1, 2, & 3 Family Structures**

\$45.00 base fee +

\$4.00 per opening (isometric drawing required if home owner doing work)

Same fees applies to gas permits (isometric drawing required)

2. **Commercial:**

All commercial permits will have a 3% state fee added to the total cost of the permit.

\$60.00 base fee +

\$6.00 per opening

Same fees applies to gas permits (isometric drawing required)

3. **Multi-family:**

4 or more family structure with a 3% state fee added to the total cost of the permit. Permit fees will apply to each dwelling unit of the building.

\$60.00 base fee +

\$6.00 per opening

Same fees applies to gas permits (isometric drawing required)

4. **Water Heater and Water Softeners**

\$40.00/unit

5. **Other Plumbing:** each requiring a separate permit includes:

External water lines (county permit required also) not in Oakwood

External sanitary sewers (county permit required also) not in Oakwood

Deduct meters (county permit required also)

Backflow (county permit required also)

External storm sewer (no county permit required)

Roof drains

Sump pumps

▪ Residential: \$4.00 per opening with \$45.00 minimum.

▪ Commercial: \$6.00 per opening with \$60.00 minimum.

6. **Additional Inspections:**

All permits include 3 inspections. Additional inspections are purchased in groups of 3.

Additional inspections are any inspections, in addition to the first 3, requested by the contractor or required by the inspector for incomplete work, multiple failed inspections or no access to/locked out of inspection site.

Residential: \$45.00 (per group of 3)

Commercial: \$60.00 (per group of 3)

7. **Notes:**

- We do not inspect external sanitary sewer or water lines outside the building in Oakwood
- Permits expire after 6 months of inactivity.
- Emergency repairs done while the permit office is closed, permits must be secured within 24 hours of the next business day.
- No refunds will be given on issued permits when permit fee is less than \$100.00

E. ELECTRICAL PERMITS

1. **Residential:** 1, 2, 3 family structures (Electric service not included)
\$45.00 base fee (includes 3 approved inspections), plus
\$4.00 per circuit
2. **Commercial:** (Electric service not included)
All commercial permits have a 3% state fee on the total cost of the permit.
\$60.00 base fee (includes 3 approved inspections), plus
\$6.00 per circuit
3. **Multi-family:** (Electric service not included)
For 4 or more family structure a 3 % state fee will apply to the total cost of the permit.
Commercial fees will apply to each dwelling unit of the building.
\$60.00 base fee. (includes 3 approved inspections), plus
\$6.00 per circuit
4. **Electric Service:**
Residential:
\$45.00 base fee up to 400 amps
\$120.00 401 amps to 1200 amps
\$160.00 1201 amps or more
 ▪ plus \$4.00 per circuit
Commercial:
\$60.00 base fee 400 amps or less
\$120.00 401 amps to 1200 amps
\$160.00 1201 or more
 ▪ plus \$6.00 per circuit
5. **Additional Inspections:**
All permits include 3 inspections. Additional inspections are in groups of 3. Additional inspections are any inspections, in addition to the first 3, requested by the contractor or required by the inspector for incomplete work, multiple failed inspections, or no access/locked out of inspection site.
Residential: \$45.00 (per group of 3)
Commercial: \$60.00 (per group of 3)
6. **Notes**
 - Remodeling add base fee + circuit fee together with additional inspections above in construction type as outlined above.
 - Service inspection fees add service fee + circuit fee together with any additional inspections in construction type as outlined above.
 - Electric baseboard heat does not require a separate HVAC permit.
 - No refunds will be given on issued permits when fee is less than \$100.00.
 - Emergency repairs done while the permit office is closed, a permit must be secured within 24 hours of the next business day.

F. FIRE PROTECTION PERMITS

<u>Fire Alarm</u> (new or modification):	\$150 per floor
<u>Sprinkler Systems</u>	
20 heads or less:	\$150
over 20 heads:	\$200 per floor
<u>Mechanical Hood suppression permits:</u>	\$150
<u>New Hood w/suppression:</u>	250 - See HVAC schedule
<u>Access Control Panel/System:</u>	\$150
<u>Fire Line (fire main):</u>	\$100

APPROVAL

This document is approved in accordance with the authority established in Sections 133.02 and 1321 of the Codified Ordinances.

Director of Planning and Development Date

City Manager Date

Law Director Date
Approved as to form and legality