

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

**IN CONJUNCTION WITH
CHAPTERS 11, 13 AND 15
OF THE CODIFIED ORDINANCES**



CITY OF KETTERING
PLANNING & DEVELOPMENT DEPARTMENT

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CERTIFICATES AND FEES**

**IN CONJUNCTION WITH CHAPTERS 11, 13 AND 15
OF THE CODIFIED ORDINANCES**

SCOPE

Chapters 11, 13 and 15 of the Codified Ordinances of the City of Kettering and the following 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, 13 and 15 of the Kettering 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. The associated plan review fee shall cover the initial review and one subsequent review. Each additional plan review after the first two will incur an additional plan review fee.
- 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 or Zoning Administrator, as the case may be, 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 desires 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 for each normal working hour, or part thereof, of time consumed by the inspector or person furnishing the services. A special base fee of \$225 will be charged in addition to the \$100 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 permit or certificate shall be 50 percent (50%) of the fee for the original permit or certificate, but in no event shall this fee be greater than \$1,000.
- I. Permit Expiration: (For Permits issued under Chapters 11, 13 and 15 of the Codified Ordinances) The approval of plans and issuance of the permit shall be 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. 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 Chapters 13 and 15 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 shall be invalid. Two extensions may be granted for six months each if requested by the owner ten days in advance of the permit expiration and payment of \$100 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 Chapters 13 and 15 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 demolition related to 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 the 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. 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. Special Events: Permits for special events, including but not limited to tent permits, electrical permits and temporary Zoning Certificates, must be applied for at least five (5) business days prior to the event. Permits applied for after less than five (5) business days from the date of the event will be charged an expedited permit handling fee of either double the standard permit fee or \$100, whichever is less.

P. Permits and Fees for Governmental Agencies: For buildings owned by and used for a 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 shall 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.

Q. City Document Fees:

A fee is charged for various City documents.

- Maps (street, topographic, aerial, planimetric)

black and white	\$2
color	\$3
- Zoning map \$1
- Photocopies (per copy)

black and white 8-1/2" by 11"	\$0.05
black and white 11" by 17"	\$0.25
color 8-1/2" by 11"	\$0.50
color 11" by 17"	\$1
- Zoning Code \$20*
- Codified Ordinances of City (w/out binder) \$50*
- Codified Ordinances of City (w/binder) \$55*

- Large format copies (per copy)

black and white	\$2
color	\$3
- Microfilm copies (per copy) \$0.60
- Digital electronic media copies (per disk) \$2

*Items available for purchase through the City Council Office

R. Fee Waivers:

The Director of Planning and Development, or his/her designee, may waive the following fees in this Schedule of Fees:

- City document fees established in Section Q, if deemed to be in the public interest.
- Fees for projects specifically and exclusively for making existing 1, 2 or 3 unit residential structures accessible for handicapped persons.

S. General Notes:

- Residential includes 1, 2 or 3 unit residential structures.
- Commercial includes all work covered by the Ohio Building Code.

FEE SCHEDULE

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

1. Zoning

A. <i>Zoning or Pattern District Change</i>	\$600
B. <i>Zoning Code Text Change</i> (including overlay district text changes)	\$600
C. <i>Zoning Compliance Letter</i>	\$50
D. <i>Zoning Certificate</i> (No fee required when combined with a structure or development permit)	\$75
E. <i>Temporary Zoning Certificate</i> (See commercial structural permits for tents.)	\$50
F. <i>Alternative Compliance of Architectural Requirements</i>	\$300
G. <i>Comprehensive Plan Amendment</i>	\$1,000

2. Floodplain Development Permit \$100

(No fee required when combined with a structural permit)

3. Variance Hearings, Appeals to Board of Zoning Appeals and Appeals to City Council

<i>Variance</i>	\$300
<i>Appeals to BZA or City Council</i>	\$200

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

4. **Subdivisions** (major, minor and replat)
- | | |
|---------------------------|---|
| <i>Preliminary Plans</i> | <i>\$350 + \$25 per acre or fraction</i> |
| <i>Final Plans</i> | <i>\$350 + \$25 per acre or fraction</i> |
| <i>Lot Consolidations</i> | <i>\$150</i> |
| <i>Street Vacations</i> | <i>\$150 (a plat also will be required)</i> |
5. **Conditional Use Permit**
(commercial or residential)
- | | |
|----------------------------|--------------|
| <i>Initial Application</i> | <i>\$350</i> |
| <i>Minor Change</i> | <i>\$200</i> |
| <i>Major Change</i> | <i>\$350</i> |
6. **Signs**
- | | |
|-------------------------------|--|
| <i>New Sign:</i> | <i>\$110 per sign</i> |
| <i>Sign Face Replacement:</i> | <i>If a valid sign permit exists, (new tenant or existing tenant) \$50</i> |
| | <i>If a valid sign permit does not exist, shall be treated as a new sign</i> |
| <i>Temporary:</i> | <i>\$40</i> |
| <i>Sign Policy:</i> | <i>\$50</i> |
7. **Land Disturbance Permit**
- | | |
|--|-------------------------------------|
| <i>1, 2 or 3 Unit Residential Building applications:</i> | <i>\$110 less than one (1) acre</i> |
| | <i>\$150 more than one (1) acre</i> |
| <i>All others:</i> | <i>\$200</i> |

8. Property Maintenance and Zoning Enforcement Fees

A. *Appeal to Property Maintenance*

Board \$200

**B. *Property Maintenance or
Zoning Code Enforcement***

Reinspection Fee \$85

**C. *Administrative fee for Tall
Grass Enforcement***

*\$85 for first invoice in
a calendar year*

*\$110 for each
additional invoice over
the first in a calendar
year*

**D. *All other Administrative fees
(one-hour minimum)*** \$85/hr.

B. STRUCTURE PERMIT FEES

1. Pre-payment of the full permit fee or minimum plan review fee shall be made at the time of application. These fees also apply to plan changes and additions. An additional 3% State of Ohio fee will apply to all commercial structural permit fees. An additional 1% State of Ohio fee will apply to all residential structural permit fees.

2. **Plan Review Fees (Non-refundable)**—See **General Regulations, Section B**

Includes the initial review and one follow-up review. Each review after one follow-up shall be charged an additional plan review fee.

Residential \$100

Commercial \$250

- Plan changes after issuance of permit \$40 per change

3. **Additional Inspections**

All permits include three inspections. Additional inspections may be purchased on a per inspection basis. Additional inspections are any inspections, in addition to the first three, 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: \$55 (per inspection)

Commercial: \$80 (per inspection)

4. **Commercial Structure Permits**

A. *New Buildings or Additions*

0 - 300 sf: \$250

301 - 500 sf: \$350

501 - 1000 sf: \$475

Over 1000 sf: \$475 plus \$250 for each additional 500 sf over 1000 or part thereof

B. Interior Alterations

0 - 300 sf:	\$250
301 - 500 sf:	\$275
501 - 1000 sf:	\$350
Over 1000 sf:	\$350 plus \$150 for each additional 500 sf over 1000 or part thereof

C. Accessory Structures

Awnings	\$190
Dumpster Enclosures	\$190
Pools	\$250

D. Misc. Permits

Tent permits \$85 for one (1) tent

If permit is applied for with less than five (5) days before the associated event, then the fee shall be \$100 for the first tent and \$40 for each additional tent per event.

- less than 200 sf No permit required
- less than 700 sf with no sides No permit required

Certificate of Occupancy	\$125
Temporary or Partial C/O	\$125
Fire Damage Repair	\$250
Interior Demolition	\$125
Building and Site Demo	\$250 <= 1 acre
Building and Site Demo	\$500 > 1 acre

5. Residential Structure Permits

(1, 2 or 3 unit residential structures)

A. New Buildings or Additions

0 - 600 sf:	\$210
601 - 800 sf:	\$350
801 - 1000 sf:	\$440
Over 1000 sf:	\$440 plus \$200 for each additional 500 sf over 1000 or part thereof

B. Interior Alterations

0—300 sf:	\$100
301—600 sf:	\$135
601—1000 sf:	\$220
Over 1000 sf:	\$400

C. Accessory Structures & Misc. Permits

Decks**, porches, carports, patio covers, patio enclosures

0 - 300 sf:	\$100
301 - 600 sf:	\$135
601 - 1000 sf:	\$220
Over 1000 sf:	\$400

Detached garages, sheds over 200 sf

201 - 600 sf:	\$220
Over 600 sf:	see residential new buildings or additions

Retaining Wall \$95

Ramp* \$95

(4 feet or less in length does not require a permit)

Masonry Fireplace \$95 (for fireplace inserts, see HVAC fee schedule; for gas logs, see plumbing fee schedule)

Fire Damage Repair \$95

Demolition \$120

Gazebo, Arbor \$95 (requiring a structure permit; otherwise \$45 for a zoning permit)

6. Zoning Permits

(Required when only a zoning permit is needed; otherwise a zoning permit is included as part of a structural permit. State fees are not assessed for zoning permits.)

C. HEATING, VENTILATION AND AIR CONDITIONING

1. Residential: 1, 2 and 3 Unit Structures

All residential permits will have a 1% State of Ohio fee added to the total cost of the permit. Includes boilers, geothermal, heat pumps, etc.

New Construction: \$110 + \$35 each additional appliance

Replacement: \$75 + \$35 each additional appliance

Flue Liner: \$75

All other HVAC permits: \$75

2. Commercial

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

Replacement Furnace or AC: \$125 + \$60 per each additional appliance

Multi-Unit (4 units or more) Residential Replacement: \$75 + \$35 each additional appliance

Replacement RTU: \$190 per unit

Replacement Boiler: \$190 per unit

Minor Ductwork Only (branch ducts and diffusers): \$125

Hoods:

Type I: \$250

Type I suppressed: \$300

Type II: \$190

Suppression only: See Fire Permits

New Construction and Interior Alterations: Fifteen percent (15%) of Structural Permit fee (\$250 minimum)

Temporary Tent Heaters: \$75

3. Additional Inspections

All permits include three inspections. Additional inspections may be purchased on a per inspection basis. Additional inspections are any inspections, in addition to the first three, requested by the contractor or required by the inspector for incomplete work, multiple failed inspections and no access to/locked out of inspection site.

Residential: \$55 (per inspection)

Commercial: \$80 (per inspection)

4. Notes

- An appliance is one furnace or one A/C.
- Emergency repairs done while the permit office is closed: permits must be secured within 24 hours of the next business day.
- For work on large multi-unit residential complex, call for fees.
- Gas vented fireplace needs an HVAC permit and a gas plumbing permit.

D. PLUMBING AND GAS PERMITS

1. Residential: 1, 2 and 3 Unit Structures

All residential permits will have a 1% State of Ohio fee added to the total cost of the permit.

\$55 base fee + \$6 per opening

(Isometric drawing required if homeowner doing work)

Same fees apply to gas permits

(Isometric drawing required)

2. Commercial

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

\$75 base fee + \$8 per opening

Same fees apply to gas permits

(Isometric drawing required)

3. Multi-Unit Structures (4 units or more)

Four or more unit structure will have a 3% State of Ohio fee added to the total cost of the permit. Permit fees will apply to each dwelling unit of the building.

\$75 base fee + \$8 per opening

Same fees apply to gas permits

(Isometric drawing required)

4. Other Plumbing (each requiring a separate permit)

- External water lines
(county permit required also) not in Oakwood
- External sanitary sewers
(county permit required also) not in Oakwood
- Deduct irrigation systems (county permit required also)
- Backflow (county permit required also)
- External storm sewer (no county permit required)
- Roof drains
- Sump pumps
- Expansion tanks

Residential: \$6 per opening with \$55 minimum

Commercial: \$8 per opening with \$75 minimum

5. Additional Inspections

All permits include three inspections. Additional inspections may be purchased on a per inspection basis. Additional inspections are any inspections, in addition to the first three, 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: \$55 (per inspection)

Commercial: \$80 (per inspection)

6. Annual Plumbing Registration

\$100 for each plumbing business

\$15 for each Master and Journeyman Plumber

7. Notes

- We do not inspect external sanitary sewer or water lines outside the building in Oakwood.
- Emergency repairs done while the permit office is closed: permits must be secured within 24 hours of the next business day.
- For work on large multi-unit residential complex, call for fees.

E. ELECTRICAL PERMITS

1. Residential: 1, 2 and 3 Unit Structures and Condos (Electric Service not included)

All residential permits will have a 1% State of Ohio fee added to the total cost of the permit.

\$55 base fee (includes three approved inspections), plus \$6 per circuit

2. Commercial (Electric Service not included)

All commercial permits will have a 3% State of Ohio fee added to the total cost of the permit. Baseboard heating systems are included in this category.

\$75 base fee (includes three approved inspections), plus \$8 per circuit

3. Multi-Unit Structure Electric Service not included)

Four or more unit structure will have a 3% State of Ohio fee added to the total cost of the permit. Commercial permit fees will apply to each dwelling unit of the building. Baseboard heating systems are included in this category.

\$75 base fee (includes three approved inspections), plus \$8 per circuit

4. Electric Service

Residential:

\$55	1 amp to 400 amps
\$150	401 amps to 1200 amps
\$200	1201 amps or more
	• plus \$6 per circuit

Commercial:

\$75	1 amp to 400 amps
\$155	401 amps to 1200 amps
\$200	1201 amps or more
	• plus \$8 per circuit

5. Backup Generator Systems

Residential:

\$55 base fee plus \$6 per circuit—for permanent generators or transfer switch connections.

Commercial:

\$550—includes 3 electrical, 3 fire and 3 building inspections. Does not include after hours or special inspections.

6. Additional Inspections

All permits include three inspections. Additional inspections may be purchased on a per inspection basis. Additional inspections are any inspections, in addition to the first three, 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: \$55 (per inspection)

Commercial: \$80 (per inspection)

7. Notes

- Electric baseboard heat does not require a separate HVAC permit.
- Emergency repairs done while the permit office is closed: permits must be secured within 24 hours of the next business day.
- For work on large multi-unit residential complex, call for fees.

F. FIRE PROTECTION PERMITS

1. General Permits

Fire Alarms:

Existing System Modification	\$195
Supervisory Systems	\$195 per system plus \$195 for each additional story
New Systems	\$250 per system plus \$250 for each additional story
Other Special Hazard Systems	\$250 per system plus \$250 for each additional story

Sprinkler Systems:

Existing System Modification	\$195
New System Installation	\$250 for each new system, riser or floor, whichever is greater.

Mechanical Hood

Suppression System: \$195

New Hood with

Integral Suppression: \$285—See HVAC
Schedule

Access Control Panel/System: \$195

Fire Line (fire main): \$250 per system

2. Additional Inspections

All permits include three inspections. Additional inspections may be purchased on a per inspection basis. Additional inspections are any inspections, in addition to the first three, 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: \$55 (per inspection)

Commercial: \$80 (per inspection)

APPROVAL

This document is approved in accordance with the authority established in Sections 133.02 and 1321.103.4 of the Kettering Codified Ordinances.

Director of Planning and Development Date

City Manager Date

Law Director Date
Approved as to form

