

City of New Philadelphia

Residential Building Permit Application



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Building Permit Application

Thank you for applying for a New Philadelphia Building Permit. All information needed to complete the application is contained in this packet.

Do I need a Building Permit?

The property owner is responsible for obtaining a building permit. Building permits within the City of New Philadelphia are required for most projects except for roofs, windows, gutters/downspouts, and interior work. If you are unsure whether you need a permit, please call the Service Director's Office at 330-364-4491 ext. 1275.

How long will it take for my permit to be approved?

Usually, it takes 5 to 7 business days for a permit to be approved but it could take longer depending on the availability of the Service Director or Code Administrator and whether the Water and Wastewater Superintendents need to review the application.

How much does it cost?

Fees are listed on the application by each section. New residential construction ranges from \$80.00 for single-family homes to \$160.00 for duplexes. If you're building an addition, garage, or swimming pool, the fee is \$40.00. All other upgrades including fences, retaining walls, sheds, decks, patios, and concrete are \$30.00. Multiple projects can be added onto the same permit for an additional \$10.00 each. Lot splits and lot combines are \$40.00 each. All fees are nonrefundable.

Does my permit expire?

Residential building permits must be started within six months of the approval date and finished within one year, otherwise you will need to apply for a new permit.

Are there any rules I must follow?

Yes, there are certain requirements that must be met before your building permit will be approved according to the **zoning district** where your property is located, including **setbacks** and **lot coverage**. It is also important to note that you cannot build across property lines. For example, if you own two lots and your residence sits on one lot but you want to put your fence across both lots, you will not be allowed to do that without first combining the lots together. Also, let's say you own two lots and your house sits on one lot but you would like to construct a garage on the other lot or across the property line of both lots. This will also not be permitted because 1) you cannot build across property lines; and 2) you cannot construct a garage in a residential district by itself because it is considered an accessory use and is prohibited unless there is a house on the lot. Combining the lots together as one will allow you to construct your garage.

How do I find out my property's zoning district?

The City's zoning map can be found online at: <http://www.newphilaoh.com/downloads/new-phila-zone-map.pdf> or you may call the Service Director's Office at 330-364-4491 ext. 1275.

What are the setback requirements?

Setback requirements are based on your property's zoning district and are measured from your property line. The following are the setback requirements for each zoning classification:

Residential & Office Zones

Front Setback – 25 feet

Side Setback – 5 feet unless you're located next to an alley, then you must stay 10 feet back to prevent obstruction of view.

Rear Setback – 5 feet unless you're located next to an alley, then you must stay 10 feet back to prevent obstruction of view.

Corner Lot Setback – If you have a corner lot, the setback is 25 feet off both streets. Please note that while a fence can be placed on a corner, the maximum height can be only 3.5 feet for 25 feet in each direction from the corner to prevent obstruction of view.

**Driveway setback for a garage or carport is 20 feet*

Business & Industrial Zones

Front Setback – 25 feet unless it's for a garage or carport, then the setback is 20 feet. If the lot faces an alley, the setback is 10 feet.

Side Setback – None

Rear Setback – None

Corner Lot Setback – If you have a corner lot, the setback is 25 feet off both streets. Please note that while a fence can be placed on a corner, the maximum height can be only 3.5 feet for 25 feet in each direction from the corner to prevent obstruction of view.

**Driveway setback for a garage or carport is 20 feet*

Business B Zone

Front Setback – 50 feet unless it's for a garage or carport, then the setback is 20 feet. If the lot faces an alley, the setback is 10 feet.

Side Setback – 5 feet

Rear Setback – 5 feet

**Driveway setback for a garage or carport is 20 feet*

Central Business Zone

Front Setback – None

Side Setback – None

Rear Setback – None

**Driveway setback for a garage or carport is 20 feet*

What is lot coverage and how do I calculate it?

Certain zoning districts have a maximum allowable lot coverage which cannot be exceeded. For our Residential District, the maximum lot coverage is 33 percent. Our Office District has a maximum lot coverage of 50 percent, while our Business B District has a 60 percent maximum. Lot coverage does not apply to properties located in Central Business, Industrial, and Business districts.

To determine lot coverage, you need to add the total first floor square footage of all improvements on your lot (house, shed, garage, carport, deck, pool, etc.) along with the new structure you are adding and divide it by the total square footage of your lot. Concrete does not count against your lot coverage at the present time.

How do I find out the square footage of my lot and improvements?

The Tuscarawas County Auditor's website has information regarding all aspects of your property from the square footage of the improvements to the size of your lot. Here is the link to the owner search: <http://auditor.co.tuscarawas.oh.us/Search/Owner>. Type your name in the appropriate boxes and then hit enter. If you own several properties, you will need to find the correct address and click on the parcel which you are applying for a permit. Then, on the lefthand side, click on "Land." You will see a section that says "Dimensions." Multiply the calculation listed to determine the square footage of your lot. Sometimes, two

or more calculations will be listed for oddly shaped lots. Simply multiply all calculations and add together for the total lot square footage.

Likewise, if you click on “Sketch” you will see the square footage of all improvements located on your lot. Use this total to divide by your lot square footage. This will indicate a decimal which converts to your lot coverage percentage.

You can also map your parcel from this page by clicking on “Map this Parcel.”

Are there height restrictions?

Comparable to our lot coverage section, several zoning districts have height restrictions. Residential and Office zones have a maximum height of 45 feet, while Business and Business B zones have a maximum height of 60 feet. Industrial and Central Business zones do not have any height restrictions.

What information do I need to provide with my residential building permit application?

All permits need to have a site map included with the application. You can use a map from a survey, or you can use the Tuscarawas GIS website which is located here: <https://gis.co.tuscarawas.oh.us/taxmap/>. Click on “Basic Search” in the upper left corner, fill in one of the boxes, then hit enter. This will zoom in to your specific parcel. On the upper right, click on “Map” and then “Printing.” This will open a .pdf that you can print from your computer. This information can also be obtained by accessing the auditor’s site as listed on the previous page and clicking on “Map this Parcel” on the left side.

For fences, you will need to draw the area on your map where the fence will be constructed. For all other structures you will need to draw the improvements which will be built with dimensions and mark the setbacks off the property lines. If you have hired a contractor, please include their plans with the permit application.

What do I need to know about lot splits and lot combines?

Lot splits and combines must be approved through the City before being taken to the County for recording. For a lot split, the minimum lot size is 6,500 square feet with 50 feet of road frontage. You cannot split a piece of land from a parcel and leave it landlocked; it must be combined with another parcel which has road frontage. You will need to supply a legal description, survey plat map, and deed(s) with your permit application. A title agency can help you with the process.

Are there specific requirements for a pool?

Pools bigger than 200 square feet or 16 feet round must be enclosed by a 4-foot fence. The fence must have a locking gate which opens from the inside. For above-ground pools, the pool wall can count as part of the 4-foot fence. Pools count toward your total lot coverage whether they are above-ground or inground.

What if my permit application is denied?

If your permit has been denied, you have the right to appear before the Board of Zoning Appeals to request a variance for a \$35.00 fee; however, you must prove a hardship to the Board as to why you need the variance request.

What do I do after my permit has been approved?

After your permit has been approved by the Service Director or Code Administrator, you will receive a call from this office letting you know you can pick up your permit. You will be provided with a small sign that must hang in a window that is viewable from the street until the work is complete, at which time you may then throw the sign away.

Additional Information

Additional information has been provided below each section on the permit which cites specific ordinances. The codified ordinances for New Philadelphia can be found on our website at the following link: <https://www.newphilaoh.com/downloads/Complete-Codified-Ordinance.pdf>. Zoning information is found under Part 11 which ranges from Pages 1017 through 1119. Part 11 is divided into Chapters. You may use

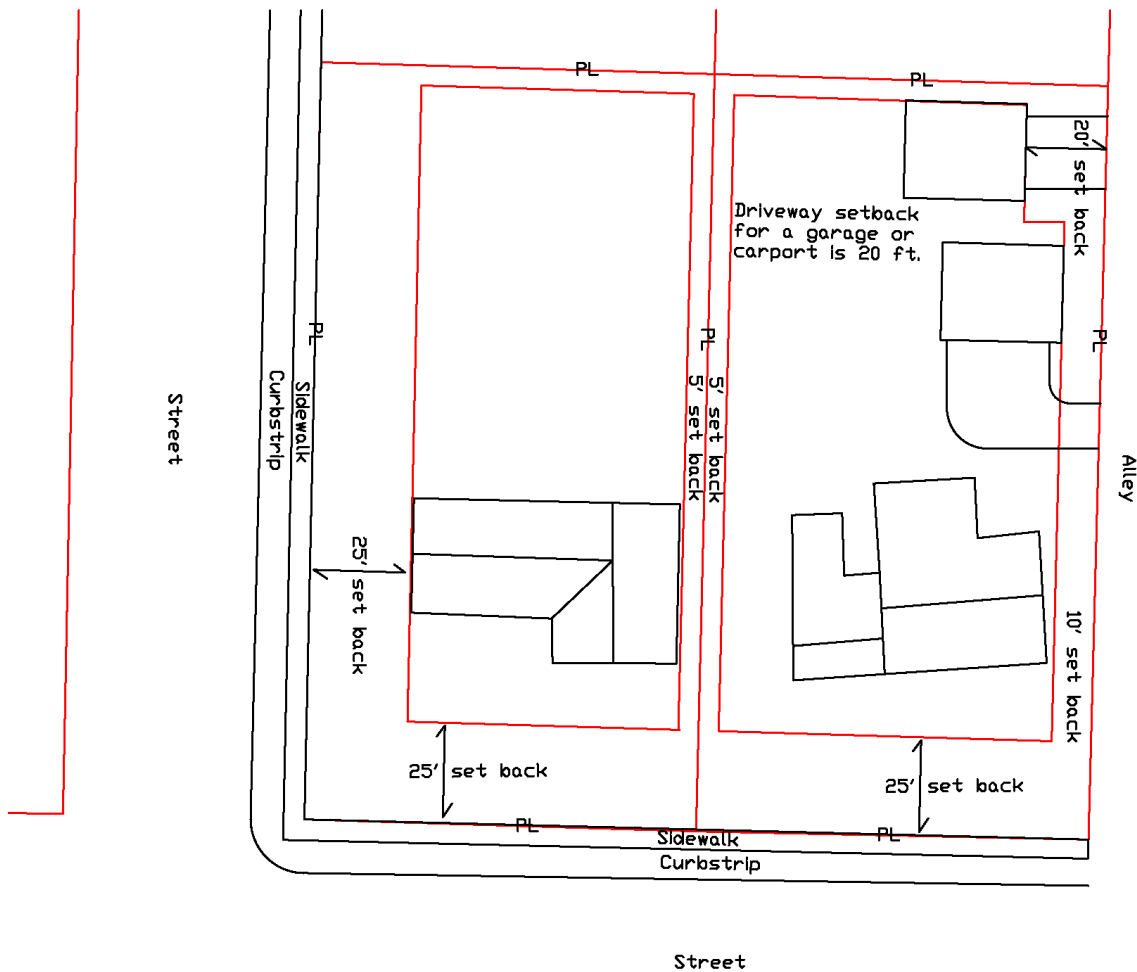
the Bookmarks tab on the right side of the screen (second icon down and looks like a little ribbon icon) to make navigation easier.

If you have any additional questions that have not been addressed by the information provided, please do not hesitate to reach out to the Service Director's Office at 330-364-4491 ext. 1275. We are open Monday through Friday from 8am until 4:30pm except for major holidays.

Setback Examples

The following illustrations are examples of setbacks to help you understand the requirements:

NEW RESIDENTIAL/GARAGES/CARPORTS SETBACK ILLUSTRATION



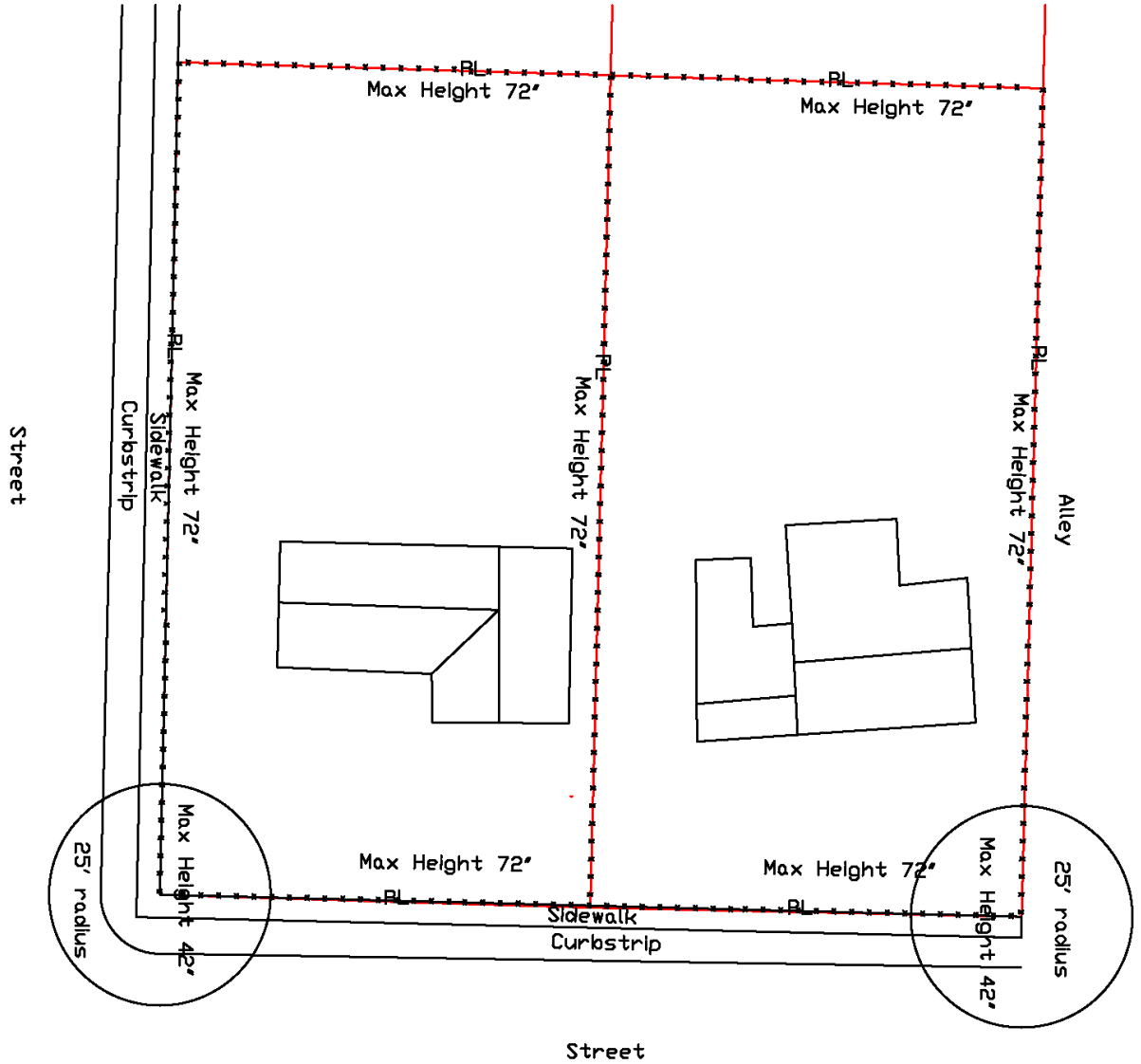
Building Set Backs

Include building overhang when figuring set backs
Allowable lot coverage is 33%

Lot coverage includes home, detached garage, sheds, porch, deck, pools, additions, or alterations

The minimum setback for a parking garage or carport which faces a dedicated street, alley, lane or drive shall be twenty feet.

FENCE SETBACK ILLUSTRATION

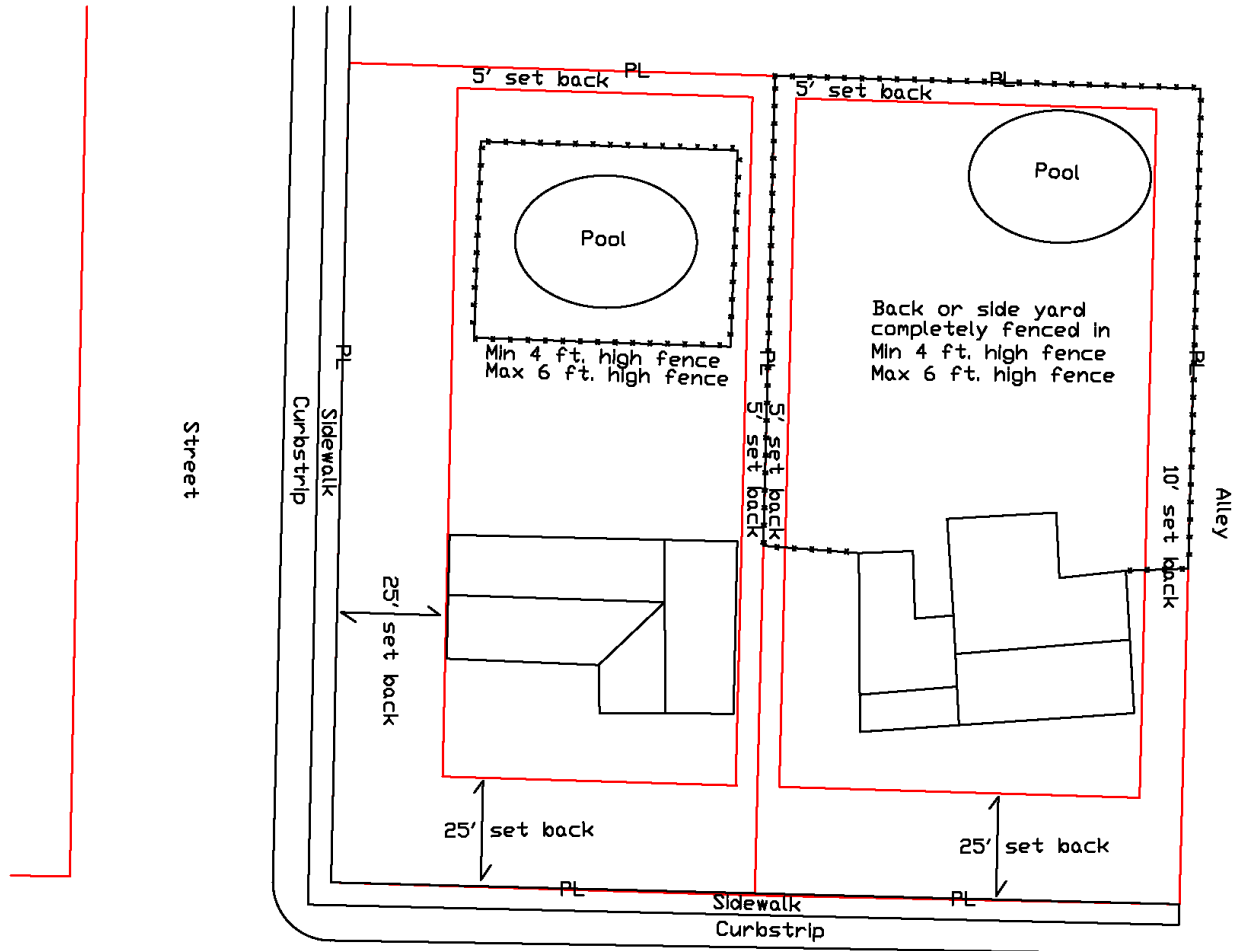


Fence Set Backs

** You may fence on your property line although we recommend you leave enough room to maintain and upkeep your neighbors side

** Corner lots may have unique circumstances

SWIMMING POOL SETBACK ILLUSTRATION



Pool Set Backs and Fencing

Pool definition
200 sq ft or larger
Water level 18" or higher



City of New Philadelphia

150 E High Avenue
New Philadelphia, OH 44663

For Office Use Only

Permit No. _____

Date: _____

Fee: _____

Lot Coverage: _____

Setbacks Met: _____

BoA: _____

RESIDENTIAL BUILDING PERMIT APPLICATION

Please make checks payable to the City of New Philadelphia. All fees are nonrefundable per Ordinance 1153.02(d). Projects must be started within six months and completed within one year of the approval date of this application per Ordinance 1141.03(a) & (b). Detailed information including site sketch with location of improvements, sizes, and setbacks must be included with this permit per Ordinance 1153.03.

Property Information

Property Address: _____	Parcel No.: _____
Lot Number: _____	Flood Zone: <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, a flood study may be required.)
Zoning: <input type="checkbox"/> Residential <input type="checkbox"/> Office <input type="checkbox"/> Business <input type="checkbox"/> Business B <input type="checkbox"/> Central Business <input type="checkbox"/> Industrial	

Owner Information

Owner's Name: _____	Phone No.: _____
Address: _____	
Email: _____	

Lessee Information

Lessee's Name: _____	Phone No.: _____
Address: _____	
Email: _____	

General Contractor Information

Name: _____	Phone No.: _____
Address: _____	

Water/Sewer Contractor Information

Name: _____	Phone No.: _____
Address: _____	
City Plumbing License No. _____ (The contractor must be licensed within the city before performing work here per Ordinance 1313.01.)	
Approval Signature of NP Water Superintendent: _____	Date: _____
Approval Signature of NP Wastewater Superintendent: _____	Date: _____

New Residential Construction - \$80.00 single-family; \$180.00 duplex fee per Ordinance 1309.01(a)

	Single Family	Duplex	Condo
Total Project Cost	\$	\$	\$
Size (square footage)			
Height (linear feet)			
Lot Coverage at or Below 33%?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Setback Requirements Met?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

*Total lot coverage cannot exceed 33% in a residential zone per Ordinance 1161.04. To find the lot coverage percentage, divide the total square footage of all improvements under roof by the total lot square footage. Setback requirements must also comply with Ordinance 1161.05. If you answered no to either of the questions above, the permit will not be granted but you have the option to appear before the Board of Zoning Appeals to request a variance.

*A Water Application must be filled out and turned in with all new residential construction. Water Applications can be obtained at the Service Director's office.

*Per Ordinance 907.03, building numbers shall be conspicuously displayed at the front of every house, residence, factory, workshop, or place of business, in numerals large enough to be easily distinguished from the thoroughfare in front of the premises.

Residential Upgrade Information

Fencing & Siding - \$30.00 fee per Ordinance 1309.01(a)

	Wood	Vinyl	Chain Link	Aluminum	Siding
Project Cost	\$	\$	\$	\$	\$
Length					
Height					

*You must provide a site sketch with the fence location and dimensions with this application. A fence can be placed along the property line per Ordinance 1153.03(b)(4) and can be a maximum of six feet high. The exception to this is if the property is located on a corner lot in which case the fence can only be 3.5 feet high, 25 feet in each direction from the corner to prevent obstruction of view. The City does not mark property lines. You must contact a surveyor if you have any questions regarding your property line locations.

Structures - \$40.00 for addition or garage; \$30.00 for all construction per Ordinance 1309.01(a)

	Addition	Garage	Shed	Deck/Porch	Carport	
Project Cost	\$	\$	\$	\$	\$	
Size (square footage)						
Length						
Width						
Height (linear feet)						
Lot Coverage at or Below 33%?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Setback Requirements Met?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

*You must provide a site sketch showing the locations of the improvements on your lot and the setbacks of the proposed new construction. Total lot coverage cannot exceed 33% in a residential zone per Ordinance 1161.04. To find the lot coverage percentage, divide the total square footage of all improvements by the total lot square footage. Residential zoning setback requirements must also comply with Ordinance 1161.05. If you answered no to either of the questions above, the permit will not be granted but you have the option to appear before the Board of Zoning Appeals to request a variance.

Swimming Pools - \$40.00 fee per Ordinance 1309.01(a)

	Above Ground Round	Above Ground Rectangular	Inground
Project Cost	\$	\$	\$
Size (square footage)			
Length	N/A		
Width	N/A		
Pool Wall Height			N/A
Lot Coverage at or Below 33%?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Setback Requirements Met?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

*Pools must have a 4-foot fence with locking gate. Gate must open from the inside. Above-ground pool walls can be part of the 4-foot fence. Permits are required for pools greater than 200 square feet or 16 feet round or larger. Refer to Ordinance 1161.18(f). Total lot coverage cannot exceed 33% in a residential zone per Ordinance 1161.04. To find the lot coverage percentage, divide the total square footage of all improvements under roof by the total lot square footage. Setback requirements must also comply with Ordinance 1161.05. If you answered no to either of the questions above, the permit will not be granted but you have the option to appear before the Board of Zoning Appeals to request a variance.

Concrete - \$30.00 fee per Ordinance 1309.01(a)

	Driveway	Patio	Sidewalk	Curb Cut
Project Cost	\$	\$	\$	\$
Size (square footage)				N/A
Length				
Width				

*Concrete work does not count against lot coverage at the present time.

Additional Information

If there is any additional information you would like to explain about your project, please do so below:

Applicant Certification Statement

I hereby declare, under the penalties provided by the zoning ordinance for violations thereof, that the statements made relative to the above project(s) described in this application for a Residential Building Permit are, to the best of my knowledge and belief, true and correct. I acknowledge that the project(s) described herein will be started within six months of approval of this application and completed within one year per Ordinances 1141.03(a) & (b), otherwise a new building permit will need to be obtained. I understand if the lot coverage exceeds the maximum coverage or if setback requirements have not been met according to my property's zoning district, my application will not be approved. I also understand that if my permit application is rejected by the Service Director or Code Administrator, I have the right to appear before the Board of Zoning Appeals for a \$35.00 fee per Ordinance 1309.01, but I must prove a hardship as to why I am asking the Board for a zoning variance request.

Print Name

Applicant's Signature

Date

Review by Service Director or Code Administrator

<p>Approved</p> <p>Your Building Permit has been approved. Work must be started within six months and completed within one year of the date below per Ordinances 1141.03 (a) & (b) or a new permit will be needed.</p>
<p>Signature of Service Director or Code Administrator</p>
<p>Date</p>

<p>Rejected</p> <p>Your Building Permit has been rejected for the following reason:</p> <p> <input type="checkbox"/> Lot Coverage <input type="checkbox"/> Setbacks <input type="checkbox"/> Permitted Use <input type="checkbox"/> Other: _____ Ordinance: _____ </p>
<p>Signature of Service Director or Code Administrator</p>
<p>Date</p>

Board of Zoning Appeals - \$35.00 fee per Ordinance 1309.01(a)

<p>Please state the reason you are requesting a variance: _____</p>	
<p>Signature of Applicant _____ Date _____</p>	
<p> <input type="checkbox"/> \$35.00 Fee Paid <input type="checkbox"/> Hardship Proven <input type="checkbox"/> Variance Granted <input type="checkbox"/> Variance Denied </p>	<p>Signature of BoA Chairman/Acting Chairman _____ Date _____</p>