



City of New Philadelphia

Building Permit Information Packet

This packet contains:

1. Building permit information sheet
2. Building permit fees
3. Residential Upgrade permit application to be used for:
 - Additions, sheds, garages, siding, fences, decks, swimming pools, lot splits, demolitions, etc.
4. New Residence permit application to be used for:
 - New single family, duplex, condominium
5. Commercial Building Upgrade permit application to be used for:
 - Addition to a commercial building
6. New Commercial Building
7. Demolition permit
8. Certificate of Zoning Compliance application which needs to be completed by anyone wishing to open a business in the City of New Philadelphia
9. Signage worksheet that needs to be filled out and brought in with any permit for a sign.
10. Setback examples:
 - Buildings
 - Fences
 - Swimming Pools
11. Graph Paper

BUILDING PERMITS

**PROJECTS MUST BE STARTED WITHIN 6 MONTHS
AND FINISHED WITHIN 2 YEARS AFTER APPROVAL**

FENCES:

1. A FENCE CAN GO RIGHT UP TO THE PROEPRTY LINE AS LONG AS IT IS ON YOUR PROPERTY.
2. HEIGHT LIMIT IS 6FT. EXCEPT ON A CORNER LOT IT CAN ONLY BE 3½FT. TALL FOR 25FT. IN EACH DIRECTION FROM THE CORNER.
3. A DRAWING IS NEEDED TO SHOW IN COMPARISON TO THE LOT WHERE THE FENCE IS GOING

GARAGES, SHEDS, DECKS, POOLS, ADDITIONS, ALTERATIONS, ETC. MUST HAVE A DRAWING WITH:

1. LOT SIZE
2. MEASUREMENTS & PLACEMENT OF EXISTING STRUCTURES (HOUSE, GARAGE, SHED, ETC.)
3. MEASUREMENTS & PLACEMENT OF PROPOSED STRUCTURES
4. ALL SETBACK MEASUREMENTS FROM PROPERTY LINES (FRONT, SIDES AND REAR)

SWIMMING POOLS MUST ALSO HAVE A PERMANENT FENCE ATLEAST 5FT. BEYOND AND NOT LESS THAN 5FT. IN HEIGHT ABOVE GRADE COMPLETELY ENCLOSING THE POOL.

SETBACKS REQUIREMENTS (RESIDENTIAL ZONE):

FRONT - 25 FEET

SIDES - 5 FEET UNLESS BESIDE AN ALLEY THEN IT IS 10 FEET

REAR - 5 FEET UNLESS BESIDE AN ALLEY THEN IT IS 10 FEET

CORNER LOT - SAME AS FRONT 25 FEET ON EACH SIDE OF THE LOT ADJACENT TO THE STREET

ALLOWABLE LOT COVERAGE IS 33%

SIGNS:

1. TYPE AND SIZE OF SIGN
2. SQUARE FOOTAGE OF ALL EXISTING SIGNS
3. FRONT FOOTAGE OF THE BUILDING

LOT SPLITS

1. LOT MUST BE ATLEAST 6500SQ.FT.
2. LOT MUST HAVE A FRONT YARD WIDTH OF 50 FT.
3. MUST PROVIDE A SURVEY OF THE PROPOSED SPLIT
4. MUST PROVIDE A DESCRIPTION OF THE PROPOSED SPLIT

PLEASE MAKE SURE THE BUILDING PERMIT IS FILLED OUT, SIGNED & DATED AND THAT ALL INFORMATION REQUIRED IS ATTACHED. IF YOU SHOULD HAVE ANY QUESTIONS PLEASE CALL

330-364-4491 Ext.275.

SERVICE DIRECTOR'S OFFICE
CITY OF NEW PHILADELPHIA
150 EAST HIGH AVENUE, SUITE 200
NEW PHILADELPHIA, OH 44663

CHAPTER 1309
Building Permit Fees

1309.01 Permit fees.

1309.99 Penalty.

CROSS REFERENCES

Fees for plan approval - see Ohio R.C. 3791.07

Permits and licenses required for trees and shrubs - see BUS. REG.

Ch. 777; S.U. & P.S. Ch. 905

Building permits and certificates of occupancy - see P. & Z. 1135.01, 1135.02

1309.01 PERMIT FEES.

(a) The following fee schedule shall be used to determine the amount that shall accompany each application, and such moneys shall be deposited to the credit of the Department of Public Service to off-set material, filing office, surveying and inspection costs.

<u>Use</u>	<u>Fee</u>
(1) Single-family dwelling	\$40.00
(2) Two-family dwelling	90.00
(3) Three or more family units	120.00
(4) Additions, Garages	30.00
(5) Siding, Sheds, Decks, Porches	20.00
(6) Commercial, industrial, and institutional buildings- additions	100.00
New Construction	175.00
(7) For erection of a fence	20.00
(8) For erection of a sign per face	20.00
(9) For Certificate of Zoning Compliance	20.00
(10) Demolition permit	20.00
(11) In-ground swimming pool, tennis court, or other outdoor recreational facility	25.00
(12) Curbing, sidewalks, driveways, patios, slabs, curb cuts	20.00
(13) Lot split	30.00

(b) Every building permit shall state that the building or the proposed use of a building or land complies with all provisions of law.
(Ord. 25-2006. Passed 5-22-06.)

1309.99 PENALTY.

Whoever violates any provision of this chapter shall be fined not more than fifty dollars (\$50.00). A separate offense shall be deemed committed each day during or on which a violation occurs or continues. (Ord. 6-77. Passed 2-14-77.)

CITY OF NEW PHILADELPHIA, OHIO
SERVICE DIRECTOR'S OFFICE
APPLICATION AND PERMIT FOR:
RESIDENTIAL UPGRADES

Permit No. _____
Date _____
Fee \$ _____

***Note: Fill out only those sections that are applicable.

Phone: _____

I. Identification

Owner: _____ Address _____
Building _____
Contractor: _____ Address _____
Sewer & Water _____
Contractor: _____ Address _____

II. Location

Address of Improvement _____

Lot Number _____

Present Use _____ Zoning _____

III. Project - (Project must be started within 6 months and finished within 2 years after approval)

_____ Garage or Shed	_____ Fence-Type	_____ Height
_____ Addition	_____ Deck or Porch	
_____ Siding	_____ Lot Split	
_____ Walk/Driveway/Curb	_____ Excavation	
_____ Swimming Pool	_____ Other	_____

State Permit Number if Required _____

Total Cost of Project \$ _____

I hereby declare, under the penalties provided by the zoning ordinance for violations thereof, that the statements made relative to the above project described in the application for a Building Permit is to the best of my knowledge and belief, true and correct.

Signature of Applicant _____ Date _____

REJECTED by Director of Public Service. Reason: _____

Signature _____ Date _____

Variance granted by the Board of Zoning Appeals ___Yes ___No Date _____

Signature - Chairman _____

Approved by the Service Director/Assistant Service Director

Signature _____ Date _____

CITY OF NEW PHILADELPHIA, OHIO
SERVICE DIRECTOR'S OFFICE
APPLICATION AND PERMIT FOR:
NEW RESIDENCE

Permit No. _____

Date _____

Fee \$ _____

Telephone No. _____

II. Identification

Owner _____ Address _____

Building _____

Contractor _____ Address _____

Water & Sewer _____

Contractor _____ Address _____

II. Location

Address of Improvement _____

Lot Number _____

Zoning _____

III. Project- (Project must be started within 6 months and finished within 2 years after approval)

_____ New Single Family Residence

_____ Duplex

_____ Modular w/Permanent Foundation

Total Cost of Project \$ _____

I hereby declare, under the penalties provided by the zoning ordinance for violations thereof, that the statements made relative to the above project described in the application for a Building Permit is to the best of my knowledge and belief, true and correct.

Signature of Applicant

Date

REJECTED by Director of Public Service. Reason: _____

Signature _____

Date _____

Variance granted by the Board of Zoning Appeals ____ Yes ____ No

Date _____

Signature - Chairman _____

Approved by Service Director/Assistant Service Director

Signature

Date

CITY OF NEW PHILADELPHIA, OHIO
SERVICE DIRECTOR'S OFFICE
APPLICATION AND PERMIT FOR:
COMMERCIAL UPGRADES

Permit No. _____

Date _____

Fee \$ _____

***Note: Fill out only those sections that are applicable.

Phone: _____

I. Identification

Owner: _____ Address _____

Building _____

Contractor: _____ Address _____

Sewer & Water _____

Contractor: _____ Address _____

II. Location

Address of Improvement _____

Lot Number _____

Present Use _____ Zoning _____

III. Project - (Project must be started within 6 months and finished within 2 years after approval)

_____ Addition - Size _____

_____ Walk/Driveway/Curb

_____ Sign-Type _____ Size _____

_____ Lot Split

_____ Demolition/Kind of Building _____

_____ Excavation

Other _____

East Central Building Permit No. _____

Total Cost of Project \$ _____

I herby declare, under the penalties provided by the zoning ordinance for violations thereof, that the statements made relative to the above project described in the application for a Building Permit is to the best of my knowledge and belief, true and correct.

Signature of Applicant

Date

REJECTED by Director of Public Service. Reason: _____

Signature _____

Date _____

Variance granted by the Board of Zoning Appeals ____ Yes ____ No Date _____

Signature - Chairman _____

Approved by the Service Director/Assistant Service Director

Signature

Date

CITY OF NEW PHILADELPHIA, OHIO
SERVICE DIRECTOR'S OFFICE
APPLICATION AND PERMIT FOR:
COMMERCIAL BUILDING

Permit No. _____
Date _____
Fee \$ _____

Telephone No. _____

II. Identification

Owner _____ Address _____
Building _____
Contractor _____ Address _____
Water & Sewer _____
Contractor _____ Address _____

II. Location

Address of Improvement _____
Lot Number _____
Zoning _____

III. Project- (Project must be started within 6 months and finished within 2 years after approval)

Addition to Commercial Building (Size) _____

East Central Ohio Building Authority Permit No. _____

Total Cost of Project \$ _____

I herby declare, under the penalties provided by the zoning ordinance for violations thereof, that the statements made relative to the above project described in the application for a Building Permit is to the best of my knowledge and belief, true and correct.

Signature of Applicant _____ Date _____

REJECTED by Director of Public Service. Reason: _____

Signature _____ Date _____

Variance granted by the Board of Zoning Appeals ___ Yes ___ No Date _____

Signature - Chairman _____

Approved by Water Superintendent

Signature _____ Date _____

Approved by Wastewater Superintendent

Signature _____ Date _____

Approved by Service Director/Assistant Service Director

Signature _____ Date _____

CITY OF NEW PHILADELPHIA, OHIO
SERVICE DIRECTOR'S OFFICE
APPLICATION AND PERMIT FOR:
DEMOLITION

Permit No. _____
Date _____
Fee \$ _____

***Note: Fill out only those sections that are applicable.

Phone: _____

I. Identification

Owner: _____ Address _____
Building _____
Contractor: _____ Address _____

II. Location

Address of Demolition _____

Present Use _____ Zoning _____

III. Project - (Project must be started within 6 months and finished within 2 years after approval)

_____ House _____ On site environmental survey for the presence
_____ Garage _____ of ACM (Asbestos) prior to demolition activities per
_____ Shed _____ EPA & NESHAP rules & regulations
_____ Part of House _____ (Commercial Buildings Only)
_____ Other _____

Environmental Survey No. _____

East Central Ohio Bldg Authority No _____

Total Cost of Project \$ _____

I hereby declare, under the penalties provided by the zoning ordinance for violations thereof, that the statements made relative to the above project described in the application for a Building Permit is to the best of my knowledge and belief, true and correct.

Signature of Applicant _____ Date _____

REJECTED by Director of Public Service. Reason: _____

Signature _____ Date _____

Variance granted by the Board of Zoning Appeals ____ Yes ____ No Date _____

Signature - Chairman _____

Approved by the Service Director/Assistant Service Director

Signature _____ Date _____

Permit No. _____

Date _____

Fee \$ _____

**CITY OF NEW PHILADELPHIA, OHIO
SERVICE DIRECTOR'S OFFICE
CERTIFICATE OF ZONING COMPLIANCE**

Telephone No. _____

I. Identification

Owner _____ Address _____

Leasee _____ Address _____

II. Location

Address of Improvement _____

Lot Number _____

Present Use _____

Zoning _____

III. Project- (Project must be started within 6 months and finished within 2 years after approval)

Certificate of Zoning Compliance

Kind of Business _____

Sign Type _____ Must be accompanied by Signage Worksheet

Size _____

East Central Ohio Building Authority Permit No. _____

I hereby declare, under the penalties provided by the zoning ordinance for violations thereof, that the statements made relative to the above application for a Certificate of Zoning Compliance is to the best of my knowledge and belief, true and correct.

Signature of Applicant _____

Date _____

REJECTED by Director of Public Service. Reason: _____

Signature: _____

Date _____

Variance Granted by the Board of Zoning Appeals Yes No

Date _____

Signature - Chairman _____

Approved by the Service Director/Assistant Service Director

Signature _____

Date _____

CITY OF NEW PHILADELPHIA, OHIO
 SERVICE DIRECTOR'S OFFICE
 SIGNAGE WORKSHEET

SIGNAGE

Width of Building = _____ ft.

_____ + _____ = _____ Allowable Signage

Proposed Sign(s) _____ * _____ = _____ sq. ft.

_____ * _____ = _____ sq. ft.

_____ * _____ = _____ sq. ft.

Existing Sign(s) _____ sq. ft.

_____ sq. ft.

_____ Total sq. ft.

Allowable Sign Area

Business District: Width of building + 40. (200 sq. ft. maximum)

Office District: (Width of bldg x 0.5) + 10. (50 sq. ft. maximum)

Central Business District: Width of building + 25. (80 sq. ft. maximum)

Industrial District: Width of building + 40. (200 sq. ft. maximum)

Residential District: One identification sign permitted not to exceed 2 sq.ft.

Multi-family - one non-illuminated sign, not to exceed 10 sq. ft.



Building Set Backs

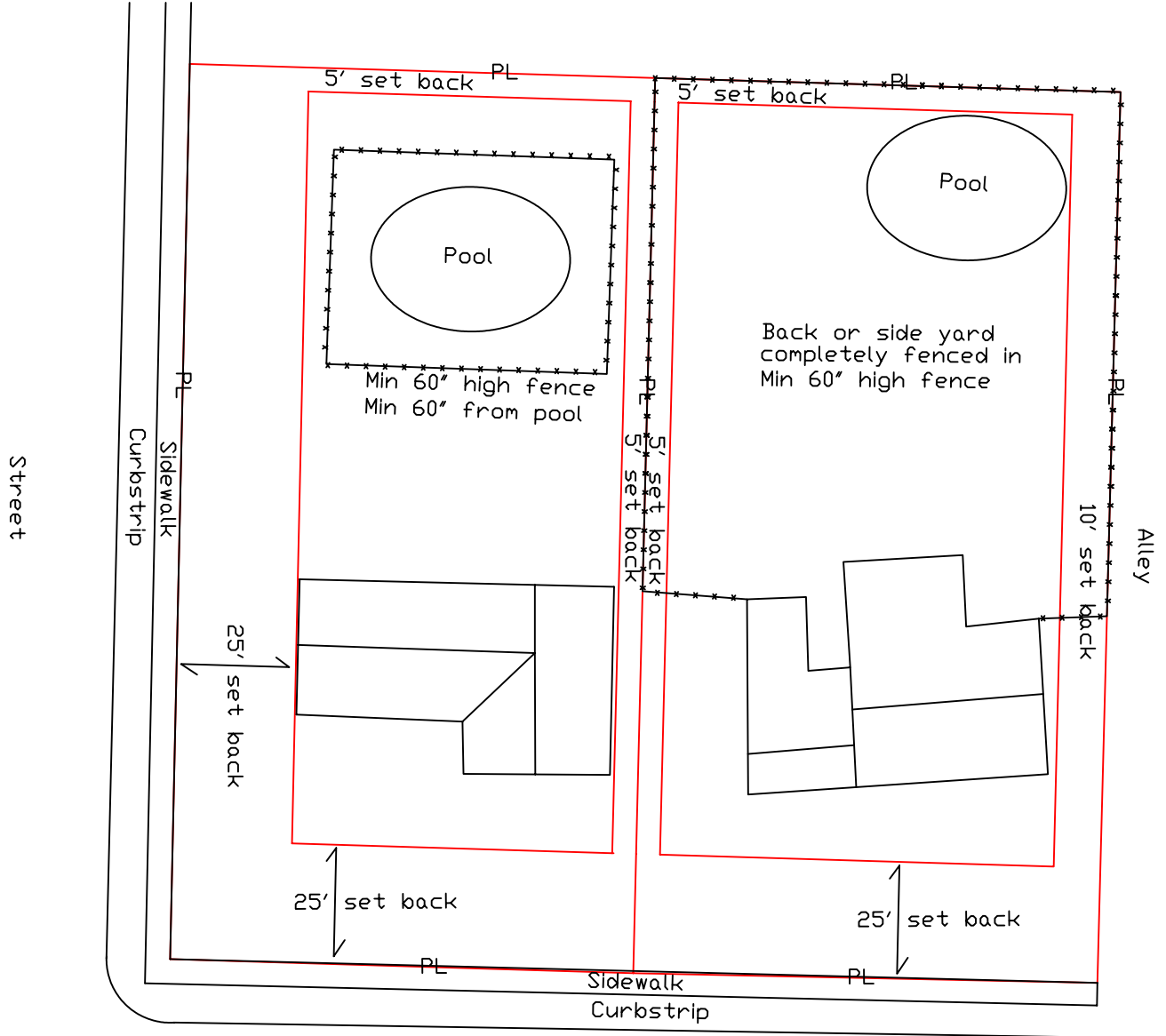
Include building overhang when figuring set backs
 Allowable lot coverage is 33%

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



Fence Set Backs

- ** You may fence on your property line although we recomend you leave enough room to maintain and upkeep your neighbors side
- ** Corner lots may have unique circumstances



Pool Set Backs and Fencing

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

