



## 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 permit application to be used for:
  - Any new commercial building or addition to a commercial building
6. Certificate of Zoning Compliance application which needs to be completed by anyone wishing to open a business in the City of New Philadelphia
7. Signage worksheet that needs to be filled out and brought in with any permit for a sign.
8. Setback examples:
  - Buildings
  - Fences
  - Swimming Pools
9. Graph Paper

# BUILDING PERMITS

## 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  
330-308-5752.

SERVICE DIRECTOR'S OFFICE  
CITY OF NEW PHILADELPHIA  
1234 COMMERCIAL AVENUE SE  
NEW PHILADELPHIA, OH 44663

ORDINANCE NO. 25-2006  
May 22, 2006

AN ORDINANCE TO INCREASE PERMIT FEES UNDER NEW PHILADELPHIA CODIFIED ORDINANCE 1309.01 BY ENACTING A NEW PERMIT FEE SCHEDULE AN REPEALING EXISTING SECTION 1309.01, AND REPEALING ORDINANCE 26-2002, AND DECLARING AN EMERGENCY.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NEW PHILADELPHIA, OHIO, AS FOLLOWS:

SECTION 1. New section 1309.01, Permit Fees, shall be enacted as follows:

1309.01 PERMIT FEES

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>Proposed Fee</u>
(1) Single-family dwelling	\$40.00
(2) Two-family dwelling	\$90.00
(3) Three or more family units Plus \$10.00 for each unit in excess of three (each building requires a separate permit)	\$120.00
(4) Additions, Garages	\$30.00
(5) Siding, Sheds, Decks, Porches	\$20.00
(6) Commercial, industrial, and Institutional buildings- additions New Construction	\$100.00 \$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

Every building permit shall state that the building or the proposed use of a building or land complies with all provisions of law.

**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	_____ Sign-Type	_____ Size
_____ Siding	_____ Lot Split	
_____ Walk/Driveway/Curb	_____ Demolition	
_____ Swimming Pools w/5ft. Fence	_____ Excavation	
_____ Deck or Porch	_____ 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 Director of Public Service

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 \_\_\_\_\_

Variance granted by the Board of Zoning Appeals \_\_\_\_ Yes \_\_\_\_ No Date \_\_\_\_\_

Signature - Chairman \_\_\_\_\_

Approved by Director of Public Service

\_\_\_\_\_  
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)**

New Commercial Building  
Kind of Building \_\_\_\_\_

East Central Ohio Building Authority Permit 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 \_\_\_\_\_

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 Director of Public Service

\_\_\_\_\_  
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

Certificate of Zoning Compliance  
Kind of Business \_\_\_\_\_

Sign Type \_\_\_\_\_  
Size \_\_\_\_\_

State Number if Required \_\_\_\_\_

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 Director of Public Service

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.

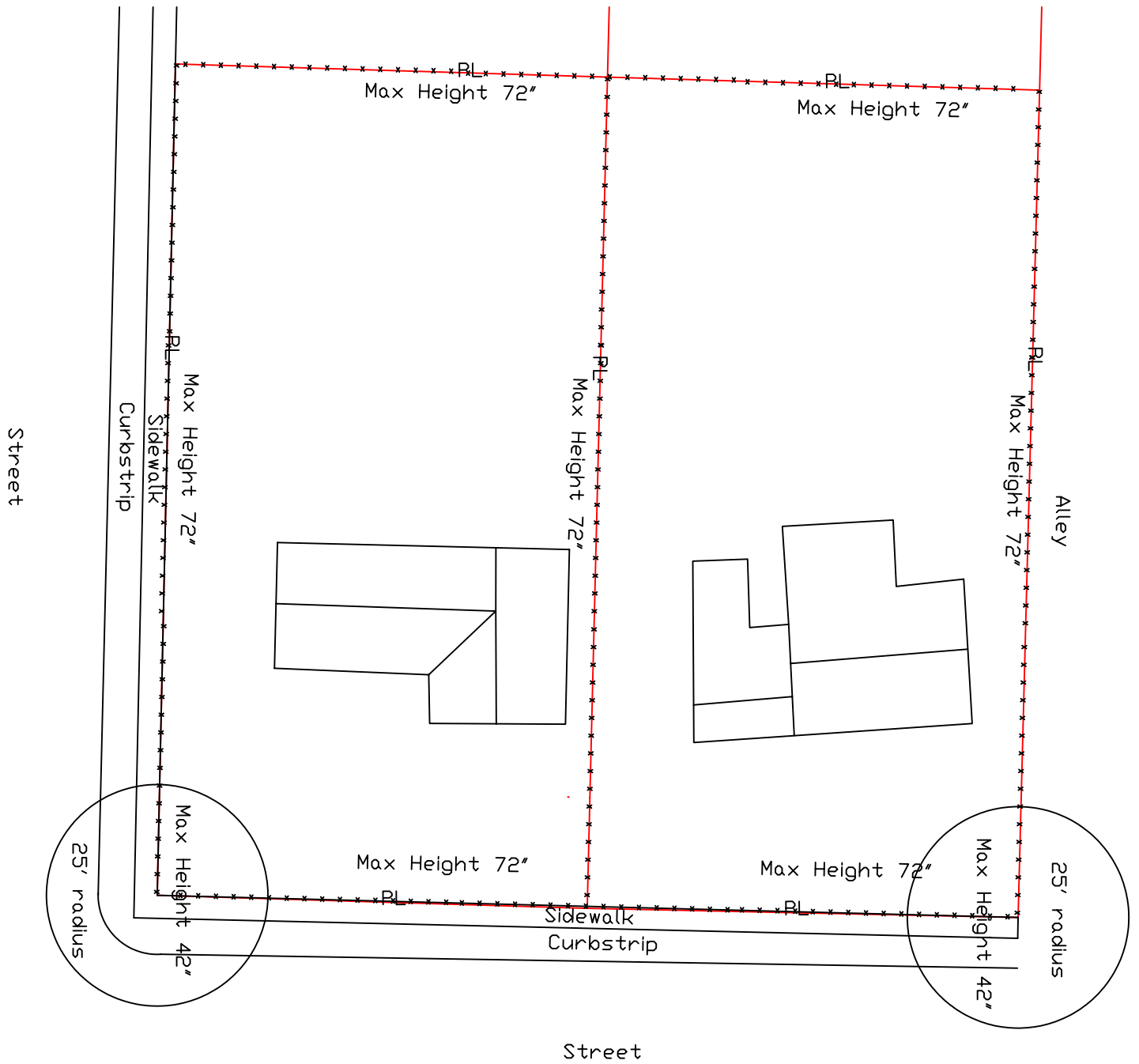
Multi-family - one non-illuminated sign, not to exceed 10 sq. ft.



## Building Set Backs

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

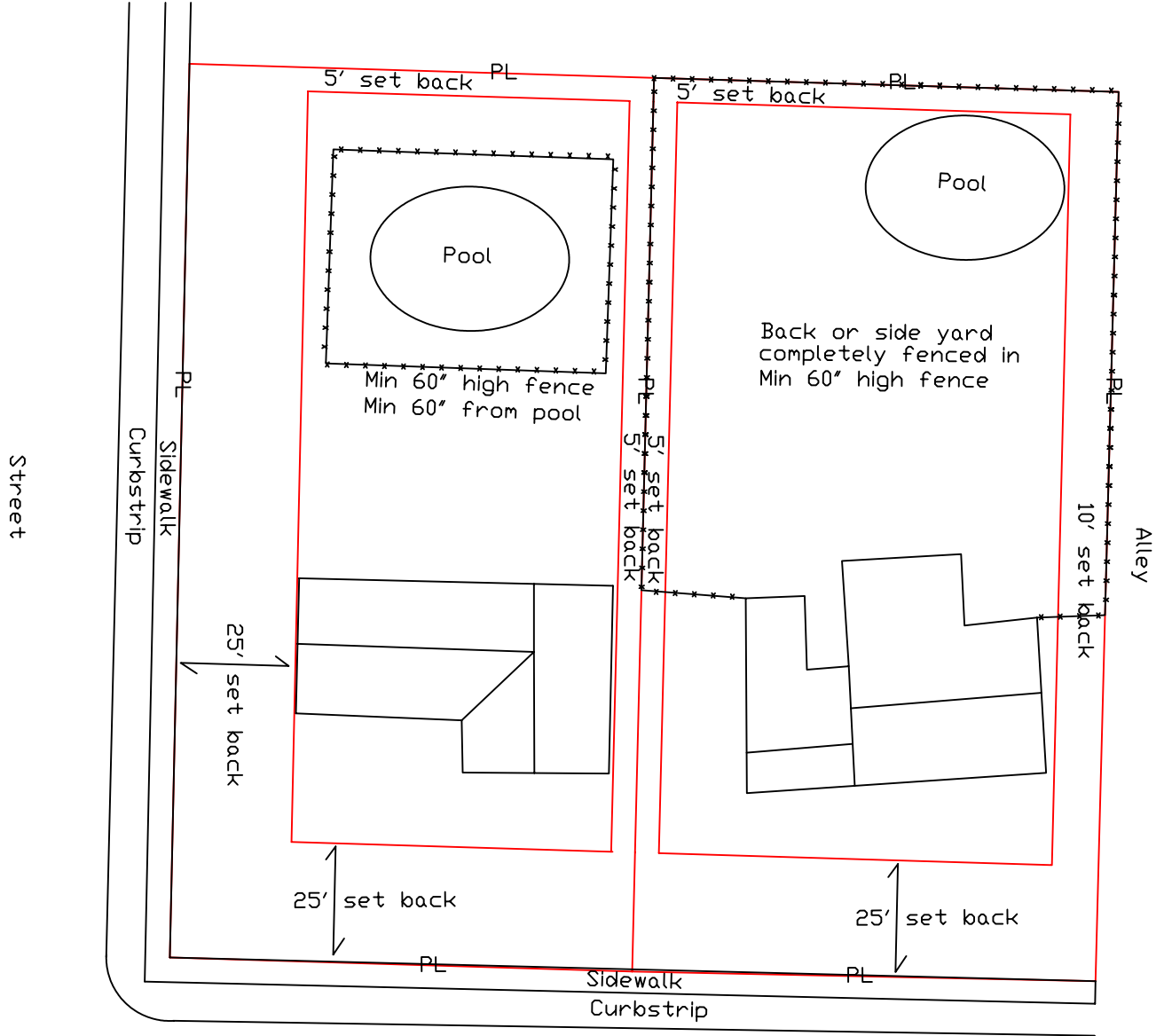
Lot coverage includes home, detached garage, sheds,  
 porch, deck, pools, additions, or alterations



# 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

