



## BUILDING DEPARTMENT

P.O. Box 278 ▪ 11820 LITHOPOLIS ROAD ▪ LITHOPOLIS OH 43136  
PH: 614-837-2031 ▪ FAX: 614-837-2722 ▪ [WWW.LITHOPOLIS.ORG](http://WWW.LITHOPOLIS.ORG)

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### **Authority**

The Building Department provides the Village of Lithopolis with inspection and enforcement to ensure safe structures. The standards applied are those of the Ohio Building Code and the International Residential Code model codes. Authority to enforce the Ohio Building Code (OBC) was granted to the Village of Lithopolis effective June 24, 2008 by the State of Ohio, Department of Industrial Relations, Board of Building Standards through Amended Rule 4101:2-76-81. This certifies the Building Department of the Village of Lithopolis to exercise enforcement authority for residential and non-residential inspections with no exceptions.

The Village of Lithopolis Building Department enforces the OBC through its contract with its Consulting Architect who serves as Chief Building Official and provides plan review and inspection services. The Consultant serves as Administrator of the OBC Department for State of Ohio compliance purposes and makes all required inspections. The Village and its Consultant inspect and enforce the International Residential Code for all new one, two and three family structures, and all residential additions, in addition to major alteration and remodeling which involves structural changes.

**Application Requirements:** For all items inspected by the Lithopolis Building Department, the applicant must provide:

- 1 Two complete sets of plans and specifications
- 2 A total of three site plans
- 3 A plan review non-refundable deposit.

**Fees:** Fees in accordance with the fee statement, this fee schedule or notice received during construction are due and payable upon receipt of approved plans or notice during construction.

**Building Permits Not Required:** The following items do NOT require construction permits:

1. Any remodeling product which does not include structural changes and includes like-for-like replacement in the same location, such as:
  - a. Kitchen/Bath fixture replacement or remodeling
  - b. Interior refinishing
  - c. Door/Window replacement
  - d. Roof/Gutter/Downspout repairs
  - e. Driveway/Sidewalk repair, replacement, resurfacing if done to The Village's standards (work in the right-of-way requires a permit)
  - f. Tuck-pointing and/or repair of exterior masonry
  - g. Basement waterproofing
  - h. Uncovered patios under 150 s.f.
  - i. Decks less than 30" from grade
2. The following projects require a zoning permit or a special permit as noted;
  - a. Radio antennas, masts or windmills > 6' above the main structure
  - b. Any construction in the required side, front or rear yard setback
  - c. Fire/Security detection systems (alarm owner's permit from the local police and an installer's permit).

**Part 1 – Plan Examination Fee:**

Plan Examination Fee will be assessed according to the attached schedule and will cover the cost of plan reviews by the plan examiner.

**Part 2 – Residential Construction:**

A. Blanket New Residential Permit

Each Building permit issued under this section shall be charged a zoning fee.

A blanket residential permit may be issued to construct a new residential dwelling unit(s) (less than three dwelling units), fee does not include: re-inspection, after-hours inspection or temporary occupancy. The blanket permit fee includes Final Certificate of Occupancy and related accessory buildings such as carports and garages, but does not include community spaces, pools, signage, or mail shelters. Blanket permit fees are not refundable. Change of contractor shall be accomplished only by a permit transfer.

B. Residential Alteration/Renovation

Permits for alterations/additions of existing buildings shall be issued to include only the work shown on the approved plans or specifications. A separate fee will be assessed for building/mechanical, plumbing, and electrical as applicable for the proposed alteration.

C. Miscellaneous:

Each permit issued under this section shall be charged per schedule. Additional inspections may be required based upon information submitted for plan review. Each additional inspection required will be per schedule. Additional inspections as required at the discretion of the Building Official shall be noted on the issued permit. Permits for miscellaneous structures shall be issued to include only work shown on approved plans, specifications, and sketches and/or described in letter form.

**Part 3 – Commercial Construction:**

**A. New Buildings, Additions, and Renovations**

1. Permits for new buildings, additions, and renovations to existing building shall be issued to include only the work shown on the approved plans or specifications.
2. Fees for the new buildings, additions and/or renovations to existing buildings shall be based on floor or surface area to be computed as follows:
  - a. All floor or surface areas include garage, carport, basement, cellar and sub-basement floors measuring the outside dimensions at each floor level.
  - b. Crawl spaces and attic areas shall not be included.
  - c. In buildings or areas where there are not walls, the area enclosed by the outside dimensions of the supporting columns shall be included.
  - d. In buildings or areas where a roof is supported by a single row of columns, the horizontal projected area of the roof shall be included.
  - e. Square footage fee schedule applies to areas of work for addition and renovation projects.
3. Minimum Permit Fee – Renovation in areas less than 100 sq. ft. for building or where limited amount work is to be performed.
  - a. Plumbing: Less than 6 fixtures/devices
  - b. Electrical: Less than 6 fixtures/devices
  - c. HVAC: Less than 6 fixtures/devices or tying into existing ductwork
  - d. Other work as determined by the Building Inspector

**B. Commercial Fee Schedule -**

- 1 Each Building permit issued under this section shall be charged a zoning fee.
- 2 Plan Examination Fee will be assessed according to the attached schedule and will cover the cost of plan reviews by the plan examiner.
- 3 Commercial permits shall be charged according to the attached fee structure. Change of contractor shall be accomplished only by a permit transfer.

**Part 4 – Other**

**A. Inspection and Zoning Fees -**

1. All fees are non-refundable.
2. Fees are for a maximum number of inspections. Additional inspections are extra.
3. The Final Occupancy Permit shall not be issued until all fees are paid in full.
4. The Village Administrative Fee is 25% of the total fees collected, with the exception of the Ohio Board of Building Standards fee.
5. The Village shall charge and pass onto the Ohio Board of Building Standards the fee required under ORC Section 3781.102(E). This fee is currently 1% for Residential and 3% for Commercial, but may be amended from time to time.
6. All inspections except for water, sewer and sidewalks/driveways shall be called into Toole and Associates at 614-224-2300 on the business prior to the inspection no later than 3:00pm.
7. Water, Sewer and sidewalk/driveway inspections shall be called into the Village office at 614-837-2031 at least 1 business day prior to the requested inspection time.

FORM REVISED 04/21/2016

**Village of Lithopolis**

Fence \_\_\_\_\_ Additions \_\_\_\_\_  
Deck \_\_\_\_\_ Light \_\_\_\_\_  
Sign \_\_\_\_\_ Other \_\_\_\_\_

APPLICATION # \_\_\_\_\_  
Received by/date \_\_\_\_\_

**VILLAGE OF LITHOPOLIS  
11820 LITHOPOLIS ROAD  
PO BOX 278  
LITHOPOLIS, OH 43136**

**Application for Zoning Permit**

Date of Application \_\_\_\_\_

Applicant's Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Physical Address \_\_\_\_\_  
House No. Street Address

Mailing Address \_\_\_\_\_  
House No. & Street or PO Box City State Zip

Existing Use of Property \_\_\_\_\_

Proposed Use of Property (with zoning change) \_\_\_\_\_

Description of Change(s) to be Made \_\_\_\_\_

Number of Dwelling Units \_\_\_\_\_ Parking Spaces \_\_\_\_\_

I affirm that the proposed construction has the approval of necessary homeowner's association.  
Attach letter of approval.

Signature of Applicant \_\_\_\_\_

\*\*\*\*\*

**FOR OFFICIAL USE ONLY**

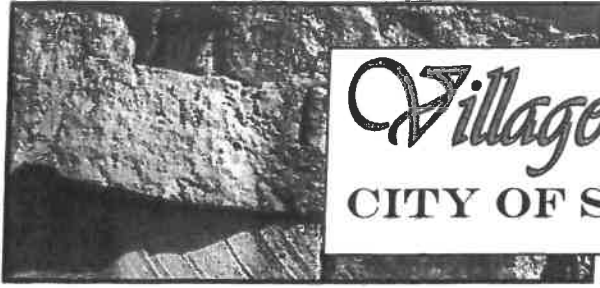
Date App. Rec'd \_\_\_\_\_ Date Approved \_\_\_\_\_ Date Denied \_\_\_\_\_

Bldg. Permit Required YES NO

Zoning Fee Paid \_\_\_\_\_

Approved by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**\*\*Application must be completed and submitted with copies of a survey of the property outlining existing property lines, buildings, etc. and proposed work to be done. Once the application has been approved by zoning, you will be contacted. Should your project require a building permit, you will need to submit plans for approval and obtain appropriate permits from the Village. Please note, the Village of Lithopolis has up to 30 days to process your zoning request.**



*Village of Lithopolis*  
**CITY OF STONE EST. 1814**

**BUILDING DEPARTMENT**  
**COMMERCIAL**

P.O. Box 278 • 11820 LITHOPOLIS ROAD • LITHOPOLIS OH 43136  
 PH: 614-837-2031 • FAX: 614-837-2722  
 INSPECTIONS 614-224-2300

**Part 1 – Plan Examination Fee:**

Item	Cost	Collected
Commercial (Billed and Collected after plan examination.)	\$78.00/hour	

**Part 2 – Commercial Permit Fees**

General	\$200.00 + \$10.00 per 100 sq ft	
Plumbing	\$200.00 + \$5.00 per 100 sq ft	
Electrical	\$200.00 + \$5.00 per 100 sq ft	
Sprinkler/Fire Suppression	\$100.00 + \$5.00 per 100 sq ft	
HVAC/Refrigeration	\$200.00 + \$5.00 per 100 sq ft	
<b>Minimum Permit Fee (See Ordinance)</b>	\$95.00	
Parking Lots (not constructed w/building – Includes sub-base and final inspection)	\$195.00	
Signs (Permanent – Includes foundation, electrical and final inspection)	\$195.00 + Sign Fee below	
Demolition – All structures, max 3 inspections	\$195.00	
Temporary Electrical Service	\$65.00	
Electrical Service upgrade/replacement	\$95.00	

**Part 4 – Miscellaneous Fees**

Occupancy (Commercial – Existing)	\$130.00	
Annual Inspections	\$78.00	
After Hours Inspections	\$65.00 per hour/per inspector Minimum \$130.00	
Re-inspection	\$75.00 per occurrence	
Inspection card replacement	\$25.00	
Permit Transfer	\$65.00	
Permit Renewal	\$65.00 after one year	
Preliminary Plan Review	\$95.00 per hour	
Plans Examined Separately (Mechanical, Plumbing, Electrical or Fire Protection submitted separately from Building Permit)	\$95.00 per hour	
Certificate of Occupancy: Commercial - Final	\$130.00	
Certificate of Occupancy: All other buildings – 60 day – Temporary	\$250.00	
Foundation Start	\$150.00	
Variance from a building code section – Commercial	\$150.00	
<b>SUBTOTAL DUE</b>		

**Part 5 – Village and Board of Building Standards Administrative Fees**

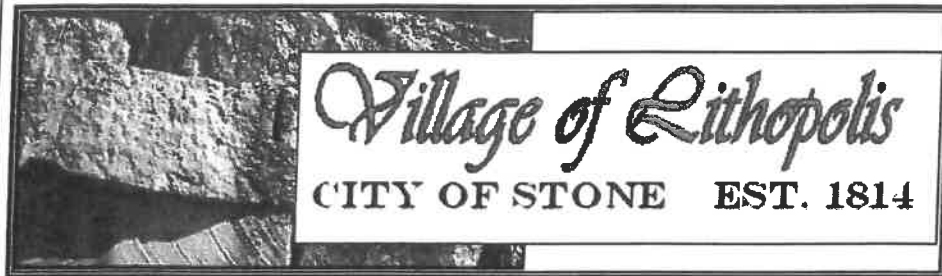
Village administrative Fee charged for all Building or Zoning submissions or actions taken by Village staff on all Building or Zoning Department issues.	25%	
Pursuant to division (E) of section 3781.102 of the ORC an assessment on the acceptance and approval of plans and specifications, and for the making of all inspection. Such fee is collected on behalf of, and forwarded to, the Ohio Board of Building Standards.	3%	
<b>TOTAL DUE</b>		

**Part 6 – Zoning Fees**

Commercial – Primary Structure or accessory structure > 2000 sq ft	\$500.00	
Accessory Building up to 2000 sq ft	\$100.00	
Zoning Variance – Commercial and Multi-Family	\$500.00	
Conditional Use	\$100.00	
Rezoning	\$450.00 + \$25 per acre	
<b>ZONING TOTAL DUE</b>		

**Part 7 – Sign Fees**

Less than 6 sq ft	\$20.00	
6 sq ft to less than 33 sq ft	\$40.00	
33 sq ft to less than 100 sq ft	\$50.00	
100 sq ft or greater	\$100.00	
<b>SIGN TOTAL DUE</b>		



FOR DEPARTMENT USE ONLY

Permit App. No. \_\_\_\_\_

Date Received \_\_\_\_\_

Date Forwarded \_\_\_\_\_

Date Returned \_\_\_\_\_

Date Issued \_\_\_\_\_

## APPLICATION FOR PLAN REVIEW AND BUILDING PERMIT

SITE ADDRESS:			
LOT #:	SUBDIVISION / PARCEL No.:		
LOCATED BETWEEN _____ and _____			
ZONING DISTRICT:	FLOOD PLAIN ZONE:	MAP #	DEV. PERMIT NO.:
DESCRIPTION OF PROJECT: (Use additional sheets if necessary)			
APPLICATION DATE:    /    /		PROJECT COST: \$	
ESTIMATED STARTING DATE:		ESTIMATED FINISH DATE:	
TYPE OF IMPROVEMENT:	<input type="checkbox"/> NEW CONSTRUCTION <input type="checkbox"/> ADDITION <input type="checkbox"/> ALTERATION <input type="checkbox"/> REPAIR / REPLACEMENT <input type="checkbox"/> CHANGE OF USE <input type="checkbox"/> OTHER		
APPLICATION FOR:	<input type="checkbox"/> BLANKET RESIDENTIAL <input type="checkbox"/> RESIDENTIAL ADDITION / ALTERATION / ACCESSORY STRUCTURE <input type="checkbox"/> DEMOLITION <input type="checkbox"/> BUILDING (STRUCTURAL) <input type="checkbox"/> SIGN <input type="checkbox"/> FOUNDATION START <input type="checkbox"/> FIRE SUPPRESSION <input type="checkbox"/> PLUMBING <input type="checkbox"/> MECHANICAL <input type="checkbox"/> ELECTRICAL <input type="checkbox"/> FIRE ALARM <input type="checkbox"/> INDUSTRIALIZED-UNIT <input type="checkbox"/> OTHER		
RESIDENTIAL:	<input type="checkbox"/> ONE FAMILY <input type="checkbox"/> TWO FAMILY <input type="checkbox"/> THREE FAMILY <input type="checkbox"/> FOUR OR MORE FAMILY <input type="checkbox"/> MOBILE HOME		
COMMERCIAL:	OBC USE GROUP: _____ MIXED USE: <input type="checkbox"/> YES <input type="checkbox"/> NO <i>IF YES; SEPARATED</i> <input type="checkbox"/> YES <input type="checkbox"/> NO		
CONSTRUCTION TYPE: <input type="checkbox"/> IA <input type="checkbox"/> IB <input type="checkbox"/> IIA <input type="checkbox"/> IIB <input type="checkbox"/> IIIA <input type="checkbox"/> IIIB <input type="checkbox"/> IV <input type="checkbox"/> VA <input type="checkbox"/> VB			
OWNERS NAME:		E-MAIL ADDRESS:	
ADDRESS:			
TELEPHONE:	FAX:	MOBILE:	
CONTRACTOR:		E-MAIL ADDRESS:	
ADDRESS:			
TELEPHONE:	FAX:	MOBILE:	
APPLICANT:		E-MAIL ADDRESS:	
ADDRESS:			
TELEPHONE:	FAX:	MOBILE:	
DESIGN PROFESSIONAL:		E-MAIL ADDRESS:	
<input type="checkbox"/> ARCHITECT / <input type="checkbox"/> ENGINEER	REGISTRATION No.:		
ADDRESS:			
TELEPHONE:	FAX:	MOBILE:	

<b>BUILDING AREA</b>				
SQUARE FEET AREA	NEW & ADDITIONS	ALTERATIONS	CHANGE OF USE	OCCUPANCY LOADS
BASEMENT				
FIRST FLOOR				
2, 3, 4 FLOORS, ETC.				
<b>TOTAL AREA SQUARE FEET</b>				
<b>BUILDING PERMIT</b>				
<input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> OTHER _____		BASEMENT: <input type="checkbox"/> BLOCK <input type="checkbox"/> POURED <input type="checkbox"/> WOOD <input type="checkbox"/> OTHER		
# OF ROOMS: _____		# OF BEDROOMS: _____		
# OF BUILDINGS: _____		# OF UNITS: _____	# OF FULL BATHS: _____	# OF 1/2 BATHS: _____
# OF STORIES _____		HEIGHT IN FEET: _____	A/C: <input type="checkbox"/> YES <input type="checkbox"/> NO	ELEVATOR: <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>ELECTRICAL PERMIT</b>				
TYPE: <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> TEMPORARY SERVICE <input type="checkbox"/> NEW SERVICE <input type="checkbox"/> ADDITION / ALTERATION <input type="checkbox"/> REPLACEMENT / REPAIR <input type="checkbox"/> HOT TUB <input type="checkbox"/> MOBILE HOME SERVICE <input type="checkbox"/> OTHER				
VOLTAGE: _____	PHASE: _____	SERVICE CONDUCTORS: _____		/ SET # OF SETS: _____
<b>FIRE ALARM</b>				
ALARM SYSTEM: <input type="checkbox"/> YES <input type="checkbox"/> NO			NO. OF DEVICES: _____	
TYPE: <input type="checkbox"/> LOCAL <input type="checkbox"/> CENTRAL STATION <input type="checkbox"/> REMOTE STATION <input type="checkbox"/> PROPRIETARY <input type="checkbox"/> OTHER _____				
<b>FIRE SUPPRESSION</b>				
<input type="checkbox"/> SPRINKLERS <input type="checkbox"/> HOOD SUPPRESSION <input type="checkbox"/> LIMITED AREA				
TYPE OF SYSTEM: <input type="checkbox"/> WET <input type="checkbox"/> DRY <input type="checkbox"/> ANTI-FREEZE <input type="checkbox"/> CHEMICAL <input type="checkbox"/> OTHER _____				
<b>PLUMBING PERMIT</b>				
NUMBER OF FIXTURES: _____			TYPE OF SYSTEM: <input type="checkbox"/> MUNICIPAL <input type="checkbox"/> PRIVATE	
<b>HVAC PERMIT</b>				
<i>Describe Heating System:</i> BRAND: _____ MODEL: _____		# OF UNITS: _____ OUTPUT (BTU/HR): _____   TONS: _____ FUEL TYPE: _____   # OF OUTLETS: _____		
<i>Describe Cooling System:</i> BRAND: _____ MODEL: _____		<input type="checkbox"/> FORCED AIR <input type="checkbox"/> RADIANT <input type="checkbox"/> GRAVITY <input type="checkbox"/> INFRARED <input type="checkbox"/> HEAT PUMP <input type="checkbox"/> BOILER/STEAM <input type="checkbox"/> CONDENSING UNIT <input type="checkbox"/> COOLING TOWER <input type="checkbox"/> EVAPORATION COOLER		
TYPE: <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> ALTERATION <input type="checkbox"/> REPLACEMENT / REPAIR		FIREPLACE TYPE: <input type="checkbox"/> MASONRY <input type="checkbox"/> MANUFACTURED <input type="checkbox"/> INSERT <input type="checkbox"/> STOVE <input type="checkbox"/> SOLID FUEL <input type="checkbox"/> GAS LOGS		



**SIGN PERMIT**

SIGN HEIGHT: \_\_\_\_\_ FEET \_\_\_\_\_ INCHES: SIGN FACE AREA: \_\_\_\_\_ HT X \_\_\_\_\_ WD = \_\_\_\_\_ SQ. FT.

H?  YES  NOTYPE:  WALL  GROUND  PROJECTION  AWNING  CANOPY  SUBDIVISION  FACE REPLACEMENT  
 OTHER \_\_\_\_\_CHARACTERISTICS:  DOUBLE FACED  PERMANENT  TEMPORARY  ILLUMINATED  NON-ILLUMINATED  
 ON-PREMISE  OFF-PREMISE  OTHER**SWIMMING POOL PERMIT**SWIMMING POOL TYPE:  ABOVE GROUND  IN-GROUND  OUTDOOR  INDOOR SIZE: \_\_\_\_\_ FEET X \_\_\_\_\_ FEET OR DIA.: \_\_\_\_\_ FEET  
TOTAL SQUARE FOOTAGE: \_\_\_\_\_DOES POOL HAVE A DECK/ WALKWAY/ APRON AROUND IT?  YES  NO HOW IS POOL PROTECTED? 5-FT. MINIMUM BARRIER  
REQUIRED.  FENCED YARD  BUILT-IN GUARDRAIL**CERTIFICATION**

I FULLY UNDERSTAND THAT NO EXCAVATION, CONSTRUCTION, OR STRUCTURAL ALTERATION, ELECTRICAL OR MECHANICAL INSTALLATION OR ALTERATION OF ANY BUILDING, STRUCTURE, SIGN, OR PART THEREOF AND NO USE OF THE ABOVE SHALL BE UNDERTAKEN OR PERFORMED UNTIL THE PERMIT APPLIED FOR HEREIN HAS BEEN APPROVED AND ISSUED BY THE VILLAGE OF LITHOPOLIS BUILDING/ZONING DEPARTMENT.

I hereby certify that I am the owner of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent and I agree to conform to all applicable laws of the jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

**I HEREBY ACKNOWLEDGE THAT I HAVE READ AND FULLY UNDERSTAND THE ABOVE LISTED INSTRUCTIONS.**

SIGNATURE OF APPLICANT: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

 HOLD / DATE: \_\_\_\_\_  
REASON: \_\_\_\_\_ INCOMPLETE  COMPLETE  APPROVED  DISAPPROVED

BUILDING OFFICIAL: \_\_\_\_\_

PLANS EXAMINER: \_\_\_\_\_

 APPROVED  DISAPPROVED

ZONING INSPECTOR: \_\_\_\_\_

DATE: \_\_\_\_\_

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