



Department of Development  
 Building Division  
 6996 Taywood Road  
 Englewood, OH 45322  
 (937) 836-3500

Permit #: \_\_\_\_\_  
 Date Submitted: \_\_\_\_\_  
 Deposit/Pay Type: \_\_\_\_\_  
 Receipt #: \_\_\_\_\_  
 Zoning/Flood Plain Approved: \_\_\_\_\_  
 Building Approved: \_\_\_\_\_

## BUILDING & TRADE PERMIT APPLICATION

(CHECK ONE) **RESIDENTIAL** \_\_\_\_\_ **COMMERCIAL** \_\_\_\_\_

SUBMIT **2 COPIES (RESIDENTIAL)** OR **3 COPIES (COMMERCIAL)**

OR SUBMIT DIGITAL COPIES TO: [sdorman@clayton.oh.us](mailto:sdorman@clayton.oh.us) and [ldervali@clayton.oh.us](mailto:ldervali@clayton.oh.us)

<b>Section 1: Property Information</b>	
Property Address / Tenant Name:	Parcel ID#(s):
<b>Section 2: Property Owner of Record</b>	
Property Owner Name(s):	Property Owner Address:
Contact Phone Number:	Contact Email:
<b>Section 3: Applicant Information</b>	
Applicant Name:	Applicant Address:
Applicant Phone Number:	Applicant Email:
<b>Section 4: Plans Designer Information</b>	
Designer Name:	Designer Address:
Designer Phone Number:	Designer Email:
<b>Section 5: Contractor Information</b>	
Contractor Name:	Contractor Address:
Contractor Phone Number:	Contractor Email:
<b>Section 5: Review Requested</b>	
Fee schedule is attached; all fees payable to "City of Clayton"	
Check if Applicable:	
<input type="checkbox"/> New Building	<input type="checkbox"/> Addition
<input type="checkbox"/> Alteration	<input type="checkbox"/> Deck _____ Sq. ft.
<input type="checkbox"/> Shed _____ Sq. ft.	<input type="checkbox"/> Garage
<input type="checkbox"/> Fence	<input type="checkbox"/> Swimming Pool
<input type="checkbox"/> Signage	<input type="checkbox"/> HVAC
<input type="checkbox"/> Electrical / Service Size* _____ *Line Drawing Required over 400 amp	<input type="checkbox"/> Gas Line
<input type="checkbox"/> Fire Alarm	<input type="checkbox"/> Fire Line
<input type="checkbox"/> Fire Suppression	<input type="checkbox"/> Hood Suppression
<input type="checkbox"/> Hood Exhaust	<input type="checkbox"/> Change of Use
<input type="checkbox"/> Certificate of Occupancy	<input type="checkbox"/> Other (specify): _____



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<b>Section 6: Additional Project Information</b>		
Project Description:		
Construction Area Sq. Ft.:	Project Cost (\$):	
Is Property Located in a Floodplain?		
<b>Auditor Information</b>		
# Bedrooms:	# Baths:	# Stories:
Livable Sq. Ft.:	Finished Basement Sq. Ft.:	
---COMMERCIAL ONLY---		
Use Group:	Construction Type:	Occupant Load:

\*All information contained in this application is true, accurate, and complete to the best of my knowledge and I do hereby agree to complete the project in compliance with all relevant building does.

\_\_\_\_\_  
 Owner/Owner Rep. Name (Please Print)

\_\_\_\_\_  
 Email

\_\_\_\_\_  
 Owner/ Owner Rep's Signature\*

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



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## BUILDING PERMIT INFORMATION

### Submitting Application

1. **Hard Copy submittal-** Permit Application with **2 sets** of plans for Residential, and **3 sets** of plans for Commercial **OR:**  
**Digital Submittal-** PDF of application and plans (prefer flattened .pdf for plans)
2. Pay application deposit (see attached fee schedule for Application fee amount)

### Miscellaneous Fees

- **Re-inspect fees** are charged when the inspector must come back a third time to the site for the same inspection that was previously failed or not ready. NIC will provide an invoice with contact information to the City office to call customer and collect payment. When the contractor/owner pays a re-inspect fee, please fill out bottom of the invoice form sent by NIC and email to our office with the paid information.
- **Temporary Certificate of Occupancy (TCO)-** In the event that the tenant or owner would like to occupy a structure prior to completion of all issued permits, a TCO can be issued with approval from the Building Official. Since not all permits will require a TCO this fee is charged on an as needed basis. An invoice with contact information and the certificate will be provided by NIC to the City to call customer and collect payment. Upon payment, please mark the bottom of the invoice and send to NIC. The TCO can be released to the contact upon payment of the invoice.

### Certificate of Occupancy (C of O)

This certificate is issued when the building has passed all the final inspections. The C of O charge is included in the original permit fees. The Certificate of Occupancy is sent to the City office for release. This ensures that a final check for any outstanding fees can be done prior to release. NIC will direct all requests for copies of C of O's to the City office.

### Frequently Asked Questions

Q: How long will it be before I can pick up my Permit?

A: National Inspection Corporation (NIC) makes every effort to process plans as quickly as possible. Timeframes depend on the quality of the plans received and if they are submitted hard copy or digitally. Typically, review timeframes are:

Residential= Approximately 1 week

Commercial= Approximately 2 weeks

Q: Does NIC issue Plumbing Permits or perform Plumbing Inspections

A: No, like before, Plumbing Permits and Inspections are provided by Public Health Dayton Montgomery County (PHDMC). Information about plumbing permits can be found here: <https://www.phdmc.org/inspection-services/plumbing-inspection>

Q: What is included in a "set" of plans?

A: A set typically includes **Site Plan, Foundation Plan, Floor Plans, Elevations and Cross Sections**



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### **Frequently Asked Questions (Continued)**

Q: Who do I contact for questions, problems, etc.?

A. **937-433-4642** or [plans@natinspect.com](mailto:plans@natinspect.com)

Q: Can I start before I get my Permit?

A: Call 937-433-4642 and explain your circumstances and they may be able to help you



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## BUILDING PERMIT FEE SCHEDULE

### **Residential Building:**

Building - 1Fam/2Fam/3Fam - New / Add / Alt / Remodel	\$100.00 plus .25/SF
Accessory structures: Awnings, Decks, Sheds	\$80.00 plus 0.15/SF
Mechanical (HVAC) - New / Add / Remodel	\$80.00 plus .05/SF
Electrical - New / Add / Remodel	\$80.00 plus .05/SF
plan review (1/4 hr increments)	\$60.00
Furnace or A/C Replacement	\$90.00
Heat Pump	\$90.00
Gas Piping	\$75.00
Geothermal trench/pressure test	\$75.00
Electric Generator	\$100.00
Electrical Service Upgrade / Reconnect	\$60.00
Electrical Service Upgrade / Reconnect with Additional Wiring	\$75.00
Swimming Pool / Hut Tub Building & Electric	\$130.00
Electric Vehicle Chargers	\$90.00
Demolition	\$50.00
Industrialized Unit - Foundation Only	\$100.00
Roof Replacement	\$80.00
Temporary Certificate of Occupancy (30 days)	\$150.00
Certificate of Occupancy	\$50.00
Occupying without a Certificate of Occupancy	\$200.00
Permit extension if approved	\$100.00
Copy Plans and Re-stamp	\$80.00
Re-Inspection (Charge for the third and subsequent inspection)	\$50.00
Non-Permit Inspection Request with Report	\$75.00/half hour
Out of Normal Hours Inspection	\$125.00 per hour / 3 hr min
Solar Array	\$90.00 plus 5.50/panel
Solar Array with battery storage	\$120.00 plus 5.50/panel
Temporary Supply (electric)	\$75.00
Temporary Tent 400-699 sq. ft. with sides	\$100.00
Temporary Tent 700 sq. ft. or more with or without sides	\$150.00
Fence over 6 feet tall	\$50.00 + \$0.25 per 10'
Work Without Permit	Fee x2 up to \$3000.00
Change of Building Plans (after approval)	\$75.00 plus additional SF

Applicants covered by this Code will be assessed an additional 1% surcharge fee as mandated by Ohio Administrative Code Section 4101:8-1-03

Residential Code of Ohio Surcharge



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## BUILDING PERMIT FEE SCHEDULE (CONTINUED)

### Commercial Building:

Building	\$220.00 plus \$0.18 per SF
Mechanical	\$220.00 plus \$0.065 per SF
Electrical	\$220.00 plus \$0.065 per SF
Minor Alteration (Per each type of Permit: Building, Electric, HVAC, etc.)	\$90.00 each type
Fire Suppression Systems (all suppressed areas)	\$150.00 plus \$0.65 per SF
Kitchen Exhaust Hood	\$150.00
Hood Suppression System	\$150.00 plus \$60.00 per each
Underground Fire Line	\$150 plus \$0.65 per 10'
Fire Alarm System	\$220.00 plus \$6.00 per device
Plan Review (1/4 hr increments)	\$80.00/hr
Revision to approved plans	\$100.00 plus plan review
Demolition	\$100.00 per structure
Roof Replacements	\$150.00
Storage Rack Systems	\$220.00 plus \$0.15 per SF of floor area
Furnace or A/C Replacement	\$150.00
Geothermal Trench/Pressure Test	\$100.00
Generator	\$100.00
Electric Vehicle Charging Stations	\$200.00 for the first plus \$150.00 for each additional charger
Solar Arrays	\$180.00 plus \$5.50 per panel
Solar Array with battery storage	\$250.00 plus \$5.50 per panel
Industrialized Unit	\$220.00 plus \$0.18 per SF
Partial Permit (where granted)	
Footer/foundation shell	\$220.00 plus \$0.07 per SF
Tenant Finish	\$220.00 plus \$0.07 per SF
Tenant Finish	\$220.00 plus \$0.08 per SF
Temporary Certificate of Occupancy (30 days)	\$250.00
Certificate of Occupancy	\$100.00
Re-Inspection (Charge for the third and subsequent inspection)	\$90.00
Non-Permit Inspection Request with report	\$125.00 per hour
Out of Normal Hours Inspection	\$140.00 per hour / 3 hr min
Permit extension, if approved	\$100.00
Temporary-Supply (electric)	\$90.00
Change of Building Plans (after approval)	\$75.00 plus plan review plus added SF
Temporary structures	\$150.00



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## **BUILDING PERMIT FEE SCHEDULE (CONTINUED)**

### **Commercial Building (Continued):**

Temporary Tent 400-699 sq. ft. with sides	\$150.00
Temporary Tent 700 sq. ft. or more with or without sides	\$150.00 plus \$0.06 per SF
Awnings	\$100.00
Signs under 30 sf Structural	\$75.00
Signs under 30 sf Electrical	\$75.00
Signs over 30 sf Structural	\$150.00
Signs over 30 sf Electrical	\$150.00
Fence over 6 feet tall	\$80.00 plus \$0.25 per 10'
Work without a permit	Fee x2 up to \$6000.00
Gas Piping	\$100.00 per meter

Applications covered by the OBC will be assessed an additional 3% surcharge fee as mandated by Ohio Administrative Code Section 4101:2-1-50(b)

OBC Surcharge