



## Community Development Commercial Permit Application

<b>General</b>	<b>Important Notes</b> <ul style="list-style-type: none"> <li>• Engineering plans must be approved prior to submitting for a building permit.</li> <li>• Applications submitted with missing information or incomplete plans will not be reviewed.</li> <li>• A Pre-submittal meeting is required for any project that would like to utilize the phased plan review process. The commercial plan reviewer and/or chief building official shall determine eligibility for the phased plan review process.</li> <li>• Zoning and building reviews are done concurrently and are coordinated through the Community Development Department.</li> </ul>																																																																																						
<b>Property</b>	Address _____ Suite # _____ Business Name _____ Parcel # _____ Fire Department _____ County _____																																																																																						
<b>Project Information</b>	<div>             Type of Improvement (check all that apply)  <input type="checkbox"/> New                      <input type="checkbox"/> Addition                      <input type="checkbox"/> Alteration                      <input type="checkbox"/> Repair           </div> <div>             Scope of Work (check all that apply)  <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Structural                      <input type="checkbox"/> Site work  <input type="checkbox"/> Electrical                      <input type="checkbox"/> Heating  <input type="checkbox"/> Gas piping                      <input type="checkbox"/> Plumbing  <input type="checkbox"/> Foundation Start Requested               </div> <div> <input type="checkbox"/> Public Sewer Tap  <input type="checkbox"/> Cooling  <input type="checkbox"/> Fire alarm  <input type="checkbox"/> Other _____               </div> <div> <input type="checkbox"/> Public Water Tap  <input type="checkbox"/> Ventilation  <input type="checkbox"/> Fire suppression               </div> </div> </div> <div>             Description of Project: _____              _____           </div> <div>             Business Name _____ # of Employees _____              Business Type _____ Project Valuation _____           </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <th>Construction Type</th> <th>1A</th> <th>1B</th> <th>2A</th> <th>2B</th> <th>3A</th> <th>3B</th> <th>4</th> <th>5A</th> <th>5B</th> </tr> <tr> <td>Primary Occupancy Code</td> <td>A-1</td> <td>A-2</td> <td>A-3</td> <td>A-4</td> <td>A-5</td> <td>B</td> <td>E</td> <td>F-1</td> <td>F-2</td> </tr> <tr> <td></td> <td>H-1</td> <td>H-2</td> <td>H-3</td> <td>H-4</td> <td>H-5</td> <td>I-1</td> <td>I-2</td> <td>I-3</td> <td>M</td> </tr> <tr> <td></td> <td>R-1</td> <td>R-2</td> <td>R-3</td> <td>R-4</td> <td>R-5</td> <td>S-1</td> <td>S-2</td> <td>U</td> <td></td> </tr> <tr> <td>Accessory Occupancy Codes</td> <td>A-1</td> <td>A-2</td> <td>A-3</td> <td>A-4</td> <td>A-5</td> <td>B</td> <td>E</td> <td>F-1</td> <td>F-2</td> </tr> <tr> <td></td> <td>H-1</td> <td>H-2</td> <td>H-3</td> <td>H-4</td> <td>H-5</td> <td>I-1</td> <td>I-2</td> <td>I-3</td> <td>M</td> </tr> <tr> <td></td> <td>R-1</td> <td>R-2</td> <td>R-3</td> <td>R-4</td> <td>R-5</td> <td>S-1</td> <td>S-2</td> <td>U</td> <td></td> </tr> </table> <div style="margin-top: 10px;">             Hazard Classification    Low                      Moderate                      High           </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <th rowspan="5" style="width: 20%;">Square Footage shall be measured from outside wall to outside wall for dimensions</th> <th style="width: 30%;">Total Square Footage</th> <th style="width: 20%;">New</th> <th style="width: 30%;">Addition / Alteration</th> </tr> <tr> <td>Basement</td> <td></td> <td></td> </tr> <tr> <td>First Floor</td> <td></td> <td></td> </tr> <tr> <td>Other Floors</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">Total SF</td> <td></td> <td></td> </tr> </table>	Construction Type	1A	1B	2A	2B	3A	3B	4	5A	5B	Primary Occupancy Code	A-1	A-2	A-3	A-4	A-5	B	E	F-1	F-2		H-1	H-2	H-3	H-4	H-5	I-1	I-2	I-3	M		R-1	R-2	R-3	R-4	R-5	S-1	S-2	U		Accessory Occupancy Codes	A-1	A-2	A-3	A-4	A-5	B	E	F-1	F-2		H-1	H-2	H-3	H-4	H-5	I-1	I-2	I-3	M		R-1	R-2	R-3	R-4	R-5	S-1	S-2	U		Square Footage shall be measured from outside wall to outside wall for dimensions	Total Square Footage	New	Addition / Alteration	Basement			First Floor			Other Floors			Total SF		
Construction Type	1A	1B	2A	2B	3A	3B	4	5A	5B																																																																														
Primary Occupancy Code	A-1	A-2	A-3	A-4	A-5	B	E	F-1	F-2																																																																														
	H-1	H-2	H-3	H-4	H-5	I-1	I-2	I-3	M																																																																														
	R-1	R-2	R-3	R-4	R-5	S-1	S-2	U																																																																															
Accessory Occupancy Codes	A-1	A-2	A-3	A-4	A-5	B	E	F-1	F-2																																																																														
	H-1	H-2	H-3	H-4	H-5	I-1	I-2	I-3	M																																																																														
	R-1	R-2	R-3	R-4	R-5	S-1	S-2	U																																																																															
Square Footage shall be measured from outside wall to outside wall for dimensions	Total Square Footage	New	Addition / Alteration																																																																																				
	Basement																																																																																						
	First Floor																																																																																						
	Other Floors																																																																																						
	Total SF																																																																																						

Department Address:    7815 Walton Parkway   •   New Albany, Ohio 43054   •   Phone 614.939.2254

Mailing Address:    99 West Main Street   •   P.O. Box 188   •   New Albany, Ohio 43054

<b>Contacts</b>	<b>Applicant:</b>	<b>Contractor:</b>
	Address:	Address:
	City, State, Zip:	City, State, Zip:
	Phone number:	Phone number:
	Email:	Email:
	<b>Property Owner Name:</b>	<b>Business Owner Emergency Contact</b>
	Address:	Company Name:
	City, State, Zip:	Emergency Contact Name:
	<b>Project Contact Name:</b>	Phone Number:
	Company:	Email:
	Phone Number:	Other Contact Information:
	Email:	
	<b>Project Details</b>	<b>Work Items</b>
Electrical		# Panels _____
Fire Alarm		# of Devices _____
Heating		# of Units _____
Cooling		# of Units _____
Kitchen Hood / Suppression		# of Hoods _____
Plumbing		# of Fixtures _____
Gas Piping		# of Valve Stops _____
Medical Gas Piping		Yes / No
Above Ground Fuel Tanks		Yes / No
Boiler		Yes / No
Water Tap Size		Submittal shall be made to Franklin County
Fire Line Tap Size		Submittal shall be made to the State of Ohio
Water Tap Distance		Submittal shall be made to the State of Ohio
Sewer Tap		3/4" 1" 1 1/2" 2" 3" 4" 6" 8" 10"
Sewer Tap Distance		3/4" 1" 1 1/2" 2" 3" 4" 6" 8" 10"
Grey Water		# of Feet _____
<b>Signature</b>	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'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.	
	<b>Applicant Signature</b> _____ <b>Date</b> _____	

Department Address: 7815 Walton Parkway • New Albany, Ohio 43054 • Phone 614.939.2254

Mailing Address: 99 West Main Street • P.O. Box 188 • New Albany, Ohio 43054



## Community Development Commercial Fees Schedule

Commercial New Building			Fee
Structure	Base fee	250.00	_____
	Inspection fee	.05 / sf	_____ sf
	Occupancy fee	75.00	_____
	State 3% fee	.03 of above fees	_____
	Zoning fee	30.00	_____
	Certificate of Appropriateness	250.00	_____
Electric	Base fee	100.00	_____
	Inspection fee (maximum fee \$4,000)	.03 / sf	_____ sf
	Temporary Electric	100.00	_____
	State 3% fee	.03 of above fees	_____
Low Voltage	Base fee (50 volts or more)	150.00	_____
	State 3% fee	.03 of above fee	_____
Mechanical	Base fee	100.00	_____
	Inspection fee (maximum fee \$4,000)	.03 / sf	_____ sf
	State 3% fee	.03 of above fees	_____
Gas Piping	Base fee	50.00	_____
	Inspection fee	15.00 / valve stop	_____ valves
	State 3% fee	.03 of above fees	_____
Plumbing	Base fee	135.00	_____
	Inspection fee	40.00 / fixture	_____ fixtures
	State 3%	.03 of above fees	_____
Fire Protection	Base fee	50.00	_____
	Inspection fee	.03 / sf	_____ sf
	State 3% fee	.03 of above fees	_____
Fire Alarm	Base fee	50.00	_____
	Inspection fee (maximum fee \$500)	.03 / sf	_____ sf
	State 3% fee	.03 of above fees	_____
Kitchen Hood	Base fee	100.00 / each	_____ /units
	State 3% fee	.03 of above fees	_____
Greywater System	8" tap fee	74,604.80	_____
	10" tap fee	107,244.80	_____
	12" tap fee	200,500.80	_____
Plan Review Fees		130.00/hour	Due at time of pickup

\*Call engineering staff for Water/Sewer fees

Department Address: 7815 Walton Parkway • New Albany, Ohio 43054 • Phone 614.939.2254

Mailing Address: 99 West Main Street • P.O. Box 188 • New Albany, Ohio 43054

**Commercial Addition or Accessory Structure**

Structure	Addition Base fee	250.00	
	Addition Inspection fee	.05 / sf	
	Accessory Structure Base fee	200.00	
	State 3% fee	.03 of above fees	
	Zoning fee	30.00	
	Certificate of Appropriateness	250.00	
Electric	Base fee	100.00	
	Inspection fee (maximum fee \$4,000)	.03 / sf	sf
	Temporary Electric	100.00 / each	
	State 3% fee	.03 of above fees	
Low Voltage	Base fee (50 volts or more)	150.00	
	State 3% fee	.03 of above fee	
Mechanical	Base fee	100.00	
	Inspection fee (maximum fee \$4,000)	.03 / sf	sf
	State 3% fee	.03 of above fees	
Gas Piping	Base fee	50.00	
	Inspection fee	15.00 / valve stop	valves
	State 3% fee	.03 of above fees	
Plumbing	Base fee	135.00	
	Inspection fee	40.00 / fixture	fixtures
	State 3%	.03 of above fees	
Fire Protection	Base fee	50.00	
	Inspection fee	.03 / sf	sf
	State 3% fee	.03 of above fees	
Fire Alarm	Base fee	50.00	
	Inspection fee (maximum fee \$500)	.03 / sf	sf
	State 3% fee	.03 of above fees	
Kitchen Hood	Base fee	100.00 / each	/units
	State 3% fee	.03 of above fees	
<b>Plan Review Fees</b>		<b>130.00/hour</b>	<b>Due at time of pickup</b>

Department Address: 7815 Walton Parkway • New Albany, Ohio 43054 • Phone 614.939.2254

Mailing Address: 99 West Main Street • P.O. Box 188 • New Albany, Ohio 43054

**Commercial Alterations and/or Restorations**

Structure	Base fee	200.00	
	Inspection fee	.05 / sf	sf
	State 3% fee	.03 of above fees	
	Certificate of Appropriateness (minor change per C.O. section 1157.07)	50.00	
	Certificate of Appropriateness (major change per C.O. section 1157.07)	250.00	
Electric	Base fee	100.00	
	Inspection fee (maximum fee \$4,000)	.03 / sf	sf
	State 3% fee	.03 of above fees	
Low Voltage	Base fee (50 volts or more)	150.00	
	State 3% fee	.03 of above fee	
Mechanical	Base fee	100.00	
	Inspection fee (maximum fee \$4,000)	.03 / sf	sf
	State 3% fee	.03 of above fees	
Gas Piping	Base fee	50.00	
	Inspection fee	15.00 / valve stop	valves
	State 3% fee	.03 of above fees	
Plumbing	Base fee	135.00	
	Inspection fee	40.00 / fixture	fixtures
	State 3%	.03 of above fees	
Fire Protection	Base fee	50.00	
	Inspection fee	.03 / sf	sf
	State 3% fee	.03 of above fees	
Fire Alarm	Base fee	50.00	
	Inspection fee (maximum fee \$500)	.03 / sf	sf
	State 3% fee	.03 of above fees	
Kitchen Hood	Base fee	100.00 / each	/units
	State 3% fee	.03 of above fees	
<b>Plan Review Fees</b>		<b>130.00/hour</b>	<b>Due at time of pickup</b>

Department Address: 7815 Walton Parkway • New Albany, Ohio 43054 • Phone 614.939.2254

Mailing Address: 99 West Main Street • P.O. Box 188 • New Albany, Ohio 43054

**Commercial Small Projects and Individual permits**

Structure	Cell Towers, Antenna tower & related structures	250.00		_____
	Satellite Dish	125.00		_____
	Commercial Swimming Pool	250.00		_____
	Dumpster Enclosure (requiring footings)	30.00		_____
	Walls, arbors, gazebos or similar structures	50.00		_____
	Change of Use	250.00		_____
	Change of Occupant	75.00		_____
	State 3%	.03 of above fees		_____
	Zoning fee for above projects	30.00		_____
Zoning	Zoning	30.00		_____
	Certificate of Appropriateness (minor)	50.00		_____
	Certificate of Appropriateness (major)	250.00		_____
Electric	Base fee	50.00		_____
	Inspection fee – subpanel, etc.	7.00 / unit	units	_____
	Hot Water Heater	10.00 /unit	units	_____
	Heating Unit	25.00 / unit	units	_____
	Annual Approval	250.00		_____
	Temporary Electric	100.00		_____
	State 3% fee	.03 of above fees		_____
Low Voltage	Base fee (50 volts or more)	150.00		_____
	State 3% fee	.03 of above fee		_____
Mechanical	Heating, Cooling, Air Handling, Refrigeration	75.00 / unit	units	_____
	State 3% fee	.03 of above fees		_____
Gas Piping	Base fee	50.00		_____
	Inspection fee	15.00 / valve	valves	_____
	stop			_____
	State 3% fee	.03 of above fees		_____
Plumbing	Base fee	135.00		_____
	Inspection fee	40.00 / fixture	fixtures	_____
	State 3%	.03 of above fees		_____
Fire Protection	Base fee	50.00		_____
	Inspection fee	.03 / sf	sf	_____
	State 3% fee	.03 of above fees		_____
Kitchen Hood	Base fee	100.00 / each	/units	_____
	State 3% fee	.03 of above fees		_____
Plan Review Fees		130.00/hour	Due at time of pickup	

**\*If a project is not listed please call for information**

Department Address: 7815 Walton Parkway • New Albany, Ohio 43054 • Phone 614.939.2254

Mailing Address: 99 West Main Street • P.O. Box 188 • New Albany, Ohio 43054