

**ORDINANCE NO.: 98-2018 (As Revised 2/12/19)**  
**INTRODUCED BY: Alexander**

**AN ORDINANCE AMENDING CHAPTER 1325, "PERMITS AND FEES,"  
OF THE CODIFIED ORDINANCES OF THE CITY OF RICHMOND  
HEIGHTS REGARDING PERMIT AND INSPECTION FEES; AND  
DECLARING AN EMERGENCY.**

WHEREAS, the Building Commissioner has recommended that Chapter 1325, "Permits and Fees," of the Codified Ordinances of the City of Richmond Heights be amended to provide for a more comprehensive and readable building permit and fee ordinance and to adjust the fees to be more consistent with those charged by other area communities; and

WHEREAS, as required by law, the City collects an assessment on behalf of the Ohio Board of Building Standards, equal to three percent (3%) of the building permit fees for non-residential structures and one percent (1%) of the permit fees on residential structures, and the Building Commissioner has recommended that a provision for this assessment be included in the amendments to Chapter 1325; and

WHEREAS, this Council desires to amend Chapter 1325, "Permits and Fees," of the Codified Ordinances of the City of Richmond Heights as set forth in this Ordinance finding the amendments to be in the best interest of the City and its inhabitants, to be more appropriately related to the reasonable costs of providing the services related thereto, and in furtherance of the public health, safety and general welfare.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Richmond Heights, State of Ohio, that:

**Section 1. Existing Chapter 1325, "Permits and Fees," of the Codified Ordinances of the City of Richmond Heights is amended in its entirety to read as follows:**

**"CHAPTER 1325  
Permits and Fees**

**1325.01 PERMITS REQUIRED.**

(a) No structure shall be constructed, erected, added to, altered, repaired, moved, demolished or razed or excavation made or begun or any site preparation or work began within the City of Richmond Heights except after issuance of a permit therefor by the Municipality and the provisions of such permit shall be complied with.

(b) Such permit must be obtained and the appropriate fee(s) paid within forty-five days after the application and plans are filed with the Division of Building, Zoning and Housing.

(c) The Commissioner of Building, Zoning and Housing shall examine or cause to be examined every application for a permit and shall issue no permit until the plans, statements and other documents are found to be in conformity with all Building and Planning and Zoning Codes, standards, rules and regulations or any other ordinances applicable thereto.

**1325.02 SCHEDULE OF PLAN APPROVAL FEES.**

Applicants for plan approvals (permits) required by this Building Code shall pay the following fees to the Commissioner of Building, Zoning and Housing. Refer to Section 1325.12 for Professional Service Fees.

<b>A. Examination of Plans by City Architect and City Landscape Architect</b>	<b>Residential</b>	<b>Non-Residential</b>
1. For construction of new one, two and three family dwelling structures Exception: Dwelling structures within Planned Unit Residential Developments	\$100.00	
2. For construction of additions to and/or exterior alterations to one, two and three family dwelling structures Per dwelling structure Exception: Open decks	\$50.00	
3. Landscape plans for new one, two and three family dwelling structures Per dwelling structure	\$40.00	
4. Landscape plans for additions to one, two and three family dwelling structures Per dwelling structure	\$25.00	
5. Landscape plans for all other buildings based on estimated cost of construction: Cost to \$100,000.00 Cost over \$100,000.00 per hr.	\$100.00 \$200.00 \$500.00	

<b>B. Examination of Plans by Architectural Review Board</b>	<b>Residential</b>	<b>Non-Residential</b>
1. Construction of new buildings Per building	\$100.00	\$150.00
2. Construction of additions; construction of exterior alterations to building and structures Per building	\$50.00	\$100.00
3. New construction of; addition to; exterior alteration to; appurtenant buildings and structures		\$100.00
4. Signs, and screening of refuse storage and pick-up facilities		\$100.00
5. All other plans required to receive approval of the Architectural Review Board		\$100.00

<b>C. Examination of Plans by Zoning Board of Appeals</b>	<b>Residential</b>	<b>Non-Residential</b>
1. Residential (R-1, R-2 and R-3 Districts)	\$125.00	\$200.00
2. Other, administrative Review (if required)	\$40.00	\$50.00

<b>D. Examination of Plans by Planning Commission</b>		<b>Residential</b>	<b>Non-Residential</b>
1. Site Plan Application with new infrastructure		\$2,200.00	\$2,500.00
2. Site Plan Application without new infrastructure		\$700.00	\$800.00
3. Zoning Amendment		\$1,200.00	\$1,400.00
4. Lot Split/Consolidation		\$700.00	\$800.00
5. Conditional Zoning Application		\$500.00	\$600.00
6. Residential Subdivision Application		\$2,400.00	

<b>E. Examination of Construction Documents by Plans Examiner Certified by the Ohio Board of Building Standards</b>		<b>Residential</b>	<b>Non-Residential</b>
1. Non-residential plans examination Fee per hour			\$100.00
2. Residential plans examination Fee per hour		\$75.00	

<b>F. Preparation of an Adjudication Order by the Chief Building Officials for an Appeals Hearing</b>		<b>Residential</b>	<b>Non-Residential</b>
1. Base Fee *Plus any fees charged to the City by the Plans Examiner Professional Service Fee may be required		\$100.00	\$150.00
		\$100.00	\$150.00

<b>G. Additional Penalty Fees</b>		<b>Residential</b>	<b>Non-Residential</b>
1. Where work is begun without first obtaining a permit and paying the fee as indicated above, the applicant is charged a fee of triple the amount of the fee indicated in this section		\$150.00	\$150.00
2. Re-inspection of same item		\$50.00	\$50.00
3. Inspection call and appearance of inspector on property and work not ready 2 <sup>nd</sup> offense, inspection call, work not ready.		\$100.00	\$100.00
4. Work covered without inspection		\$50.00	\$100.00

### **1325.03 FEES FOR ZONING PERMITS.**

The fees in this section are not subject to the assessment as set forth in Section 1325.11. All permits are non-refundable.

<b>A. Driveway Apron</b>		<b>Residential</b>	<b>Non-Residential</b>
1. New		\$25.00	\$50.00
2. Addition (Base Fee)		\$15.00	\$30.00
*Plus per each 100 sq. ft. or fraction thereof exceeding 200 sq. ft.		\$2.00	\$4.00
3. Repair (Base Fee)		\$15.00	\$20.00

*Plus per each 100 sq. ft. or fraction thereof exceeding 200 sq. ft.	\$2.00	\$4.00
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<b>B. Construction Dumpster</b>	<b>Residential</b>	<b>Non-Residential</b>
1. Base fee *Initial permit good for 30 days	\$25.00	\$50.00
2. Renewal fee *Permit must be renewed every 30 days	\$15.00	\$25.00

<b>C. Construction Trailer</b>	<b>Residential</b>	<b>Non-Residential</b>
1. Per each sq. ft. of gross floor area all stories Minimum	\$0.45 \$25.00	\$0.60 \$100.00

<b>D. Curb Cutting</b>	<b>Residential</b>	<b>Non-Residential</b>
1. New	\$100.00	\$150.00

<b>E. Driveway</b>	<b>Residential</b>	<b>Non-Residential</b>
1. New	\$60.00	\$85.00
2. Addition (Base Fee)	\$20.00	\$35.00
*Plus per each 100 sq. ft. or fraction thereof exceeding 200 sq. ft.	\$2.00	\$4.00
3. Repair (Base Fee)	\$30.00	\$50.00
*Plus per each 100 sq. ft. or fraction thereof exceeding 200 sq. ft.	\$2.00	\$4.00
4. Resurface asphalt driveway	\$50.00	\$75.00
Note: See Section 1325.06(C) for cost to replace/repair existing sewer in conjunction with any driveway work.		

<b>F. Fences</b>	<b>Residential</b>	<b>Non-Residential</b>
1. Base Fee	\$50.00	\$70.00

<b>G. Moving of Buildings</b>	<b>Residential</b>	<b>Non-Residential</b>
1. On rollers on a public street or portion thereof	\$500.00	\$1,000.00
2. On carryall(s) on a public street or portion thereof	\$250.00	\$500.00
3. Without traversing a public street or portion thereof	\$100.00	\$200.00
*Plus a cash deposit of \$5000.00 to be used to pay the cost of any damage to Public/private property by reason of moving	\$5,000.00	\$7,000.00

*Note: In addition to the fees in this division, supervision, inspection and/or use of police for traffic control will be charged to the applicant for the permit. Said charges will be estimated and a deposit shall be submitted to cover the estimated costs prior to issuance of a permit.	TBD at discretion of Building Commissioner	TBD at discretion of Building Commissioner
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H. Parking Lots	Residential	Non-Residential
1. Construction of, or Additions to. *Per each 50 spaces or fraction thereof *Plus lot striping		\$200.00
2. Lot resurface *Plus lot striping		\$150.00
3. Lot striping *Plus plan review		\$100.00

I. Patio	Residential	Non-Residential
1. New	\$50.00	\$100.00
2. Addition (Base Fee) *Plus per each 100 sq. ft. or fraction thereof exceeding 200 sq. ft.	\$10.00 \$2.00	\$20.00 \$4.00
3. Repair (Base Fee) *Plus per each 100 sq. ft. or fraction thereof exceeding 200 sq. ft.	\$10.00 \$2.00	\$20.00 \$4.00

J. Secondary, Accessory & Appurtenance Structures of Buildings Less Than 200 sq. ft.	Residential	Non-Residential
1. Base Fee	\$50.00	\$70.00

K. Sidewalk	Residential	Non-Residential
1. Public (per block)	\$7.00	\$14.00
2. Service walk (Base Fee) *Plus per each 100 sq. ft. or fraction thereof exceeding 200 sq. ft.	\$7.00 \$2.00	\$14.00 \$4.00

L. Rain Garden, Pervious Patio and Driveway Installations	Residential	Non-Residential
1. City Engineer review and inspection fee Fee per hour – applicant will be required to fill out a Professional Services Fee Application	\$100.00	\$150.00

M. Additional Penalty Fees	Residential	Non-Residential
1. Where work is begun without first obtaining a permit and paying the fees as indicated above, the applicant for a permit shall be charged a fee of triple the amount of the fee indicated in this section.	-	-

2. Re-inspection of the same item	\$50.00	\$50.00
3. Inspection call and appearance of inspector on property and work not ready.		
2 <sup>nd</sup> offense, inspection call, work not ready.	\$100.00	\$100.00
4. Work covered without inspection	\$50.00	\$100.00

#### 1325.04 FEES FOR BUILDING PERMITS.

The fees in this section are subject to the assessment as set forth in Section 1325.11. All permit fees are non-refundable.

A. Residential Dwelling Structures	Residential	Non-Residential
1. New dwelling unit		
Base fee	\$1,500.00	
*Plus per each 100 sq. ft. or fraction thereof of gross floor area including basement and attached garage exceeding 2,000 sq. ft.	\$20.00	
2. House Grade by City Engineer	\$1,000.00	
3. Additions to dwelling units	\$200.00	
Base fee		
*Plus per each 100 sq. ft. or fraction thereof of gross floor area including basement and attached garage	\$10.00	
4. Alterations to dwelling units (Interior and Exterior) includes rehabilitation, damage repair and fire damage	\$150.00	
Base fee		
*Plus per each 100 sq. ft. or fraction thereof of gross floor area including basement and attached garage	\$5.00	
*Plus additional repair fees for roofing, windows, exterior wall covering	See Repairs #5	
5. Repair of dwelling units:		
(a) Repair of structure	\$50.00	
(b) Roofing	\$50.00	
(c) Windows replacement	\$50.00	
(d) Exterior wall covering, siding.	\$50.00	
(e) Gutters and Downspouts	\$50.00	
6. Secondary, accessory and appurtenance structures of buildings greater than 200 sq. ft.	\$100.00	
Base fee		
*Plus per each 50 sq. ft. or fraction thereof of gross floor area	\$6.00	
7. Exterior decks	\$50.00	
Base fee		
*Plus per each 100 sq. ft. of gross floor area or fraction thereof exceeding 200 sq. ft.	\$8.00	
8. Demolition		
(a) Principal Structure	\$200.00	
(b) Accessory buildings and structures	\$75.00	
(c) Swimming pools, in ground	\$125.00	

*Plus a cash deposit for principal structures only in the amount of \$2,000.00 to be used to pay the cost of damage to public/private property by reason of the demolition or the cost of topsoil, seed and straw if not installed by the demolition contractor.	\$2,000.00	
9. Additional Residential Permits		
(a) Garages	\$100.00	
(b) Storage Sheds	\$50.00	
(c) Foundation waterproofing	\$100.00	
(d) Driveway Culvert (Includes engineer's plan review)	\$50.00	
(e) Roof replacement and repairs (qualifies for senior citizen exemption)	\$75.00	
(f) Exterior Siding	\$75.00	
(g) Gutters and Downspouts	\$50.00	
(h) Window and Doors	\$75.00	
10. Residential occupancy permit	\$50.00	

B. Special Inspection	Residential	Non-Residential
1. Special Inspection at hourly rate of \$100.00	\$100.00	\$150.00
(a) Additional fees may be charged, as determined by the Building Commissioner, for special costs incurred by the City in the plan review and inspection process including the cost of services performed by the City Engineer at the rates set forth in the City Engineer's contract with the City or by City ordinance.		

C. Non-Residential Buildings or Structures	Residential	Non-Residential
1. New building or structure Plus \$20.00 per 100 sq. ft. Minimum		\$2,000.00 \$20.00
2. Additions to buildings or structures in excess of 2000 sq. ft. Plus \$20.00 per 100 sq. ft. Minimum		\$2,000.00 \$20.00
3. Alterations or repairs to buildings or structures, less than 2500 sq. ft. Plus \$10.00 per 100 sq. ft. Minimum		\$250.00 \$10.00
4. Alterations or repairs to buildings or structures, over 2500 sq. ft. Plus \$2.00 per 100 sq. ft. Minimum		\$250.00 \$2.00

5. Repairs to buildings or structures		
(a) Repair of building or structure up to 200 sq. ft.		\$75.00
(b) Roofing per area 200 sq. ft.		\$75.00
(c) Windows replacement		\$75.00
(d) Exterior wall covering		\$75.00
6. Secondary, accessory and appurtenance structures of buildings greater than 120 sq. ft.		\$30.00
Base fee		
*Plus per each 50 sq. ft. or fraction thereof of gross floor area		\$9.00
7. Demolition of buildings or structures		
Per sq. ft. of gross floor area on all stories		\$0.10
Minimum		\$150.00
8. Dumpster Enclosure		\$75.00
9. Garages		\$125.00
10. Storage Shed		\$75.00
11. Culvert		\$75.00
12. Foundation Waterproofing		\$100.00
13. Non-Residential Occupancy Permit		\$75.00
14. Additional fees may be charged, as determined by the Building Commissioner, for special costs incurred by the City in the plan review and inspection process, including the cost of services performed by the City Engineer at the rates set forth in the City Engineer's contract with the City or by City ordinance.		
15. Additional Non-Residential Permits		
(a) Garages		\$100.00
(b) Storage Sheds		\$50.00
(c) Foundation waterproofing		\$150.00
(d) Driveway Culvert (Includes engineer's plan review)		\$100.00
(e) Roof replacement and repairs (qualifies for senior citizen exemption up to 3000 sq. ft. 3000-10,000 sq. ft.)		200.00 \$600.00
(f) Exterior Siding		\$125.00
(g) Gutters and downspouts		\$75.00
(h) Window and Doors		\$200.00

D. Special Inspection	Residential	Non-Residential
1. Special Inspection at hourly rate of \$100.00	\$100.00	\$150.00
2. Additional fees may be charged, as determined by the Building Commissioner, for special costs incurred by the City in the plan review and inspection process, including the cost of services performed by the City Engineer at the rates set forth in the City Engineer's contract with the City or by City ordinance.		

<b>E. Additional Penalty Fees</b>	<b>Residential</b>	<b>Non-Residential</b>
1. Where work is begun without first obtaining a permit and paying the fee as indicated above, the applicant for a permit shall be charged a fee of triple the amount of the fee indicated in this section.	-	-
2. Re-inspection of same item.	\$50.00	\$50.00
3. Inspection call and appearance of inspector on property and work no ready. 2 <sup>nd</sup> offense, inspection call, work not ready.	\$50.00	\$50.00
4. Work covered without inspection	\$100.00	\$100.00
	\$50.00	\$100.00

#### **1325.05 FEES FOR MISCELLANEOUS PERMITS.**

The fees in this section are subject to the assessment as set forth in Section 1325.11. All permits are non-refundable.

<b>A. Antenna or Satellite Dish</b>	<b>Residential</b>	<b>Non-Residential</b>
1. One Meter or less	No charge	No charge
2. Larger than one meter in diameter	\$70.00	\$100.00

<b>B. Lawn Sprinkler Systems</b>	<b>Residential</b>	<b>Non-Residential</b>
1. Base fee Note: The above fee is only for the installation of a lawn sprinkler system with a lawn or yard area. A separate and additional plumbing permit shall be obtained to install the required backflow device and to connect the lawn sprinkler system to the potable water system. Only registered plumbing contractors may obtain a plumbing permit. An electrical permit is also required for low voltage controllers and/or valves. Only registered electrical contractors may obtain an electrical permit.	\$30.00	\$70.00
2. Fees for any one lawn sprinkler system including plumbing and/or electrical fees shall not exceed	\$100.00	\$125.00

<b>C. Lot Clearing; Grading and/or Filling of Lots</b>	<b>Residential</b>	<b>Non-Residential</b>
1. For work that is not part of another permit issued herein	\$120.00	\$150.00

<b>D. Signs</b>	<b>Residential</b>	<b>Non-Residential</b>
1. Architectural Review Board fee		\$100.00
2. New Sign Per face *Plus per sq. ft.	\$50.00 \$2.00	\$75.00 \$2.00
3. Relocated; altered size; altered advertising copy		

Per face	\$50.00	\$75.00
4. Restored or repaired with no change in size, location or advertising copy		
Note: An electrical permit may also be required for electric signs		

E. Swimming Pools	Residential	Non-Residential
1. In ground *May include an additional Electric Permit	\$150.00	\$250.00
2. Above ground	\$75.00	
Note: Above fees are for general trades permit only. Additional permit(s) may also be required: i.e., electric, plumbing, HVAC.		

F. Tents and Membrane Structures	Residential	Non-Residential
1. Over 200 sq. ft.	\$25.00	\$25.00
2. Canopies over 400 sq. ft.	\$50.00	\$100.00
Note: Additional fees are required for temporary lighting and exit signage.		

G. Additional Penalty Fees	Residential	Non-Residential
1. Where work is begun without first obtaining a permit and paying the fees as indicated above, the applicant for a permit shall be charged a fee of triple the amount of the fee indicated in this section.	\$150.00	\$150.00
2. Re-inspection of same item	\$50.00	\$50.00
3. Inspection call and appearance of inspector on property and work not ready.	\$100.00	\$100.00
4. Work covered without inspection	\$50.00	\$100.00

H. Special Inspection	Residential	Non-Residential
1. Special Inspection at hourly rate of \$100.00	\$100.00	\$100.00
2. Additional fees may be charged, as determined by the Building Commissioner, for special costs incurred by the City in the plan review and inspection process, including the cost of services performed by the City Engineer at the rates set forth in the City Engineer's contract with the City or by City ordinance.		

I. Demolition or Removal of Building/Structures	Residential	Non-Residential
1. 1, 2 and 3-family dwellings or accessory structures (basement/cellar areas)*	\$200.00	

<p><b>*(Plus a cash deposit [for principal structures only] in the amount of \$2,000.00 to be used to pay the cost of damage to public/private property by reason of the demolition or the cost of topsoil, seed and straw if not installed by the demolition contractor).</b></p>		
2. Buildings or structures regulated by the Ohio Building Code: Multifamily residential, commercial, industrial demolition		
a. 5,000 to 100,000 square feet: \$5,000.00 plus \$0.15 per square foot		\$5,000.00
b. 100,001 to 250,000 square feet: \$10,000.00 plus \$0.10 per square foot		\$10,000.00
c. 250,001 to 1,000,000 square feet: \$14,000.00 plus \$0.05 per square foot		\$14,000.00
<b>(*Plus a cash deposit [for principal structures only] in the amount of \$2,000.00 per 10,000 sf of floor space to be used to pay the cost of damage to public/private property by reason of the demolition or the cost of topsoil, seed and straw if not installed by the demolition contractor. See Section 1349.03 of this Code for requirements to post a bond or cash deposit for completion of demolitions.</b>		

#### **1325.06 FEES FOR PLUMBING, WATER, SEWER AND FUEL GAS WORK.**

The fees in this section are subject to the assessment as set forth in Section 1325.11. All permits are non-refundable.

<b>A. New Construction of; Addition to; Alteration to; Plumbing, Water Service and Sewer Systems</b>	<b>Residential</b>	<b>Non-Residential</b>
1. Base fee for any one system or any combination of systems Plus:		
*Per each plumbing fixture	\$45.00	\$60.00
*Per each plumbing appliance	\$5.00	\$6.00
*Per each new water connection/disconnection to a lateral, main or branch of a main	\$3.50	\$3.50
*Per each new sewer connection/disconnection to a lateral, main or branch of a main	\$25.00	\$35.00
2. Hot Water Tank Replacement, per unit (qualifies for senior citizen discount.)	\$50.00	\$60.00
*Installation of an Expansion Tank is required.	\$75.00	

<b>B. New Construction of; Addition to; Alteration to; Fuel Gas Systems</b>	<b>Residential</b>	<b>Non-Residential</b>
1. Base fee Plus:		
*Per each appliance opening	\$30.00	\$40.00
	\$5.00	\$7.00

<b>C. Repair of Plumbing; Water; Sewer; Fuel Gas Systems</b>	<b>Residential</b>	<b>Non-</b>
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		<b>Residential</b>
1. Per building or structure	\$75.00	\$100.00
2. Storm sewer system that is part of a driveway repair; storm sewer system that is part of a garage slab repair; storm sewer system that is part of a foundation repair	\$50.00	\$75.00

<b>D. Special Inspection</b>	<b>Residential</b>	<b>Non-Residential</b>
1. Special Inspection at hourly rate of \$100.00	\$100.00	\$150.00
2. Additional fees may be charged, as determined by the Building Commissioner, for special costs incurred by the City in the plan review and inspection process, including the cost of services performed by the City Engineer at the rates set forth in the City Engineer's contract with the City or by City ordinance.		

<b>E. Additional Penalty Fees</b>	<b>Residential</b>	<b>Non-Residential</b>
1. Where work is begun without first obtaining a permit and paying the fee as indicated above, the applicant for a permit shall be charged a fee of triple the amount of the fee indicated in this section.	-	-
2. Re-inspection of same item	\$50.00	\$50.00
3. Inspection call and appearance of inspector on property and work not ready 2 <sup>nd</sup> offense, inspection call, work not ready.	\$100.00	\$100.00
4. Work covered without inspection	\$50.00	\$50.00

#### **1325.07 FEES FOR ELECTRICAL WORK.**

The fees in this section are subject to the assessment as set forth in Section 1325.11. All permits are non-refundable.

<b>A. Residential Dwelling Structures</b>	<b>Residential</b>	<b>Non-Residential</b>
1. New electrical systems Per each dwelling unit Additional fees	\$130.00 Exempt	
2. Addition to electrical systems Base fee for each dwelling unit affected *Plus additional fees	\$35.00	
3. Alterations to electrical systems (rehabilitation, damage repair and fire damage) Base fee for each dwelling unit affected *Plus per each 100 sq. ft. or fraction thereof of gross floor area	\$35.00 \$5.00	

4. New construction of; addition to; alteration to; electrical system of appurtenant building or structure Base fee *Plus additional fees	\$35.00 TBD at the discretion of Building Commissioner	
5. Repair of electrical systems Per building or structure Additional fees	\$35.00 TBD at the discretion of Building Commissioner	
6. Security, Communication and Sound System wiring	\$50.00	

B. Non-Residential Dwelling Structures	Residential	Non-Residential
1. New electrical systems Base Fee *Plus per each 100 sq. ft. or fraction thereof of gross floor area		\$120.00 \$4.00
2. Addition to electrical systems Base fee *Plus per each 100 sq. ft. or fraction thereof of gross floor area		\$120.00 \$4.00
3. Alterations to electrical systems Base fee *Plus additional fees in Section (C)		\$120.00 TBD
4. Repair of electrical systems Per building or structure Additional fees		\$100.00 Exempt
5. Security, Communication and Sound System wiring		\$125.00

C. Additional Fees	Residential	Non-Residential
Each switch	\$0.50	\$0.50
Each lighting outlet of 110/240 volts	\$0.50	\$0.50
Each lighting fixture of 110/240 volts	\$0.50	\$0.50
Each receptacle of 110/40 volts other than lighting	\$0.50	\$0.50
Each receptacle of greater than 240 volts and/or 1,000 watts	\$5.00	\$5.00
Each fixture greater than 1,000 watts	\$5.00	\$5.00
Each lighting outlet; each receptacle and/or outlet; each fixture of less than 100 volts	\$0.50	\$0.50
Each mast/meter base	\$30.00	\$50.00
Each main panel of 100 volts or greater	\$30.00	\$50.00

Each sub panel of 110 volts or greater	\$15.00	\$15.00
Each panel/sub panel of less than 110 volts	\$15.00	\$15.00
Each generator		
Note: Additional fuel gas permit may be required	\$30.00	\$40.00
Temporary lighting, receptacle and/or outlet installation	\$30.00	\$40.00
Temporary lighting and exit signage for tent structures	\$30.00	\$40.00
Electric sign		\$45.00
Each new power bus duct		
Per foot or fraction thereof of length		\$0.50
Each new motor		
Less than one horsepower	No charge	No charge
One to ten horsepower	\$5.00	\$10.00
More than ten horsepower	\$10.00	\$20.00
Underground service wiring	\$25.00	\$50.00
Optical fiber cable system; communication system and similar systems		
Base fee per system	\$40.00	\$50.00
*Plus per each 1,000 sq. ft. or fraction thereof of gross area exceeding 5,000 sq. ft. system	\$20.00	\$30.00
Co-generation systems and associated equipment	\$100.00	\$100.00
Parking lot lighting per pole		\$20.00

D. Additional Penalty Fees	Residential	Non-Residential
1. Where work is begun without first obtaining a permit and paying the fee as indicated above, the applicant for a permit shall be charged a fee of triple the amount of the fee indicated in this section.	-	-
2. Re-inspection of same item	\$50.00	\$50.00
3. Inspection call and appearance of inspector on property and work not ready 2 <sup>nd</sup> offense, inspection call, work not ready.	\$100.00	\$100.00
4. Work covered without inspection	\$50.00	\$50.00

#### 1325.08 FEES FOR HVAC WORK.

The fees in this section are subject to the assessment as set forth in Section 1325.11. All permits are non-refundable.

A. Residential Dwelling Structures	Residential	Non-Residential
1. New heating, ventilating, air conditioning systems Per each dwelling unit: Heating only Air Condition only Any combination of systems	\$80.00 \$100.00 \$150.00	
2. Addition to heating, ventilating, air conditioning systems Per each dwelling unit affected:		

Heating only; ventilating only, air conditioning only	\$80.00	
Any combination of systems	\$150.00	
Per each appurtenant building or structure	\$35.00	
3. Alterations to heating, ventilating, air conditioning systems		
Per each dwelling unit affected:		
Heating only; ventilating only; air conditioning only	\$50.00	
Any combination of systems	\$90.00	
Base fee for each dwelling unit affected	\$35.00	
4. Repair of heating, ventilating, air conditioning systems	\$50.00	

B. Non-Residential Structures	Residential	Non-Residential
1. New heating, ventilating, air conditioning systems		
Base fee		\$200.00
*Plus per each 100 sq. ft. or fraction thereof of gross floor area		\$4.00
2. Addition to heating, ventilating, air conditioning systems, per unit		\$150.00
Base fee		\$4.00
*Plus per each 100 sq. ft. or fraction thereof of gross floor area		
3. Alterations to heating, ventilating, air conditioning systems, per unit		\$150.00
Base fee		\$4.00
*Plus per each 100 sq. ft. or fraction thereof of gross floor area		
4. Repair of heating, ventilating, air conditioning systems		
Per system		\$70.00

C. Additional Penalty Fees	Residential	Non-Residential
1. Where work is begun without first obtaining a permit and paying the fee as indicated above, the applicant for a permit shall be charged a fee of triple the amount of the fee indicated in this section.	-	-
2. Re-inspection of the same item	\$50.00	\$50.00
3. Inspection call and appearance of inspector on property and work not ready		
2 <sup>nd</sup> offense, inspection call, work not ready.	\$100.00	\$100.00
4. Work covered without inspection	\$50.00	\$50.00

### 1325.09 FEES FOR FIRE PROTECTION SYSTEMS WORK.

The fees in this section are subject to the assessment as set forth in Section 1325.11. All permits are non-refundable.

A. Fire Suppression Systems	Residential	Non-Residential
1. Sprinkler System Wet/Dry	\$50.00	\$200.00
New Commercial		
*Plus \$2.00 per device	\$2.00	\$2.00

2. Sprinkler System Wet/Dry per system alteration per system. *Plus per device	\$25.00 \$2.00	\$50.00 \$2.00
3. Sprinkler System Water Pump New Commercial		\$50.00 per unit
4. Clean Agent or Specialty Suppression System, per system. New Commercial *Plus per device		\$200.00 \$2.00
5. Specialty Suppression System alteration, per system. *Plus per device		\$50.00 \$2.00

B. Standpipe System	Residential	Non-Residential
1. Standpipe System/Wall Hydrants, per system. New		\$200.00
2. Standpipe System/Wall Hydrants, per system. Alteration		\$200.00

C. Fire Alarm System	Residential	Non-Residential
1. Fire Alarm System New Commercial *Plus per device greater than 5 devices	\$50.00 \$2.00	\$100.00 \$2.00
2. Fire Alarm System Alteration *Plus per device greater than 5 devices	\$25.00 \$2.00	\$50.00 \$2.00

D. Fire Protection Equipment	Residential	Non-Residential
2. Testing/Repair/Install/Alteration Contractor Registration	\$100.00	\$100.00

E. Above Ground Flammable Liquid Storage Tank	Residential	Non-Residential
1. Above Ground Flammable Liquid Storage Tank Commercial, 500 to 1,100 gallons Residential/Commercial, greater than 1,100 gallons		\$100.00 State Permit

F. Emergency Radio Amplification System	Residential	Non-Residential
1. Emergency Radio Amplification System		\$50.00

G. Smoke Evacuation System	Residential	Non-Residential
1. Smoke Evacuation System		\$200.00

<b>H. Open Burn/Bon Fire</b>	<b>Residential</b>	<b>Non-Residential</b>
1. Open burn/bon fire Non-residential	\$25.00	\$50.00

<b>I. Additional Penalty Fees</b>	<b>Residential</b>	<b>Non-Residential</b>
1. Where work is begun without first obtaining a permit and paying the fee as indicated above, the applicant for a permit shall be charged a fee of triple the amount of the fee indicated in this section.	-	-
2. Re-inspection of same item		\$50.00
3. Inspection call and appearance of inspector on property and work no ready 2 <sup>nd</sup> offense, inspection call, work not ready.		\$100.00
4. Work covered without inspection		\$50.00

#### **1325.10 GARAGE SALE LICENSE FEE.**

The fees in this section are subject to the assessment as set forth in Section 1325.11. All permits are non-refundable.

<b>A. Garage Sale</b>	<b>Residential</b>	<b>Non-Residential</b>
1. Garage Sale	\$10.00	

#### **1325.11 OHIO BOARD OF BUILDING STANDARDS ASSESSMENT.**

(a) The Commissioner of Building, Zoning and Housing shall collect and remit on behalf of the Board of Building Standards an assessment equal to three percent of the prescribed building permit fees on nonresidential structures as required by state law.

(b) The Commissioner of Building, Zoning and Housing shall collect and remit on behalf of the Board of Building Standards an assessment equal to one percent of the prescribed building permit fees on residential structures as required by state law.

#### **1325.12 CASH DEPOSIT FOR ADDITIONAL PROFESSIONAL SERVICES.**

(a) In addition to any other fees or deposits required by other sections of these Codified Ordinances, the Commissioner of Building, Zoning and Housing shall charge and the Director of Finance shall collect a deposit in the amount of two percent (2%) of the City Engineer's estimate of the cost of the construction which is the subject of the building permit or other application but not less than one thousand dollars (\$1,000) unless the City Engineer approves, in their sole discretion, a lesser amount, to reimburse the City for expenses incurred for additional or supplemental engineering, legal, landscape architecture, or other professional services rendered as a result of the application for a building permit, the review of preliminary and final site development plans, land subdivisions, miscellaneous lot splits and consolidations, and/or rezoning applications.

(b) Charges for the professional services of the City Engineer, Director of Law, planning consultants, Landscape Architect, or their designees shall be at the rates set forth in their contracts or ordinances with the City.

(c) In the event that the monies deposited by an applicant as required in subsection (a) hereof are not sufficient to reimburse the City as provided in subsection (a), then the applicant shall be required to deposit additional monies in series of one thousand dollars (\$1,000) as requested by the City, up to the total amount for said reimbursement.

(d) Any sums not so charged against such deposit as required in subsections (a) and (b) hereof shall be refunded to the applicant no later than sixty days from the completion of the construction, the granting or refusal of the permit, the approval of the preliminary and final site development plans, subdivision or lot split or consolidation, or the granting or refusal of the rezoning application.

(e) In addition to all other remedies provided by these Codified Ordinances or by law, the City may issue a stop work order or rescind any permits or approvals for violations of this section.

#### **1325.13 TOPOGRAPHIC MAP NECESSARY FOR BUILDING PERMIT.**

All persons making application for a building permit to the City shall submit therewith a topographic map of the lot or parcel to be imposed showing existing and proposed elevation. The scale of such map shall be one inch equal to ten feet.

#### **1325.14 SENIOR CITIZEN EXEMPTION.**

Residents obtaining status as a senior citizen (i.e., sixty years of age or older) shall be eligible to obtain a permit for a hot water tank replacement at no charge upon submitting proof of age and ownership of the real property to the Commissioner of Building, Zoning and Housing at the time of making application for a permit.

#### **1325.15 INSPECTION FEES.**

The fee for inspection services rendered by a full-time City inspector on any type of improvements including subdivision improvements performed in the City including but not limited to inspections of sanitary sewers, water or storm sewer improvements, gas lines, underground telephone conduit, paving and sidewalk construction shall be at the prevailing rate as established by the City Engineer and approved by Council.

#### **1325.06 CONTRACTOR'S INSURANCE AND CASH BOND DEPOSIT.**

(a) Contractor's Insurance and Contractor's Cash Bond Deposit. Before any building permit shall be issued, the applicant shall deposit with the Commissioner of Building, Zoning and Housing an insurance policy, issued by a company authorized to write insurance in all of the State of Ohio, designating the City as the insured therein, by the terms of which the City is saved harmless from any and all claims for bodily injury within the limits of one hundred thousand dollars (\$100,000) for each person and three hundred thousand dollars (\$300,000) for each accident and for property damage claims in the amount of fifty thousand dollars (\$50,000) for each accident arising or growing out of the street opening or removal of the surface of any sidewalk or opening in any sidewalk or the prosecution of the work for which the permit is obtained or in any manner arising or growing out of the work necessary or incident to the

issuance of the permit or that may be occasioned by reason of any opening or anything else done pursuant to a permit.

(b) Contractor's Bond Deposit. Prior to the issuance of any building permit, a contractor's bond deposit in the form of a cash surety bond or certified cashier's check shall be deposited with the Commissioner of Building, Zoning and Housing as follows:

(1) Residential (one, two, three family residential)

A. Additions and alterations

1. Less than 200 square feet of gross floor area (GFA)	\$200.00
2. More than 200 square feet but less than 500 square feet of GFA	\$500.00
3. More than 500 square feet of GFA	\$1,000.00

B. New construction

\$2,500.00

(2) Other than one, two and three family residential

A. Two percent (2%) of the cost of the project,  
but not less than.....

\$2,500.00

Such deposit shall be a guarantee that the applicant will repair or replace any damage or destruction to any publicly-accessible sidewalk, curb, street or tree lawn; the construction and maintenance of the temporary drive; the proper site grading; the installation and completion of the final grade including the installation of topsoil and seed and the covering of such with mulch; the cleaning of the premises and tree lawn of all dirt, debris, refuse, rubbish and material and the cleaning of the public streets, catch basins and/or sewers of the accumulation of any mud, filth or debris which may have been accumulated there as a result of the delivery of material, supplies and other things to such premises; and for the completion of sidewalk, lot pins and compliance in all respects to the applicable building and zoning codes of the City.

If the provisions of the Building and Planning and Zoning Codes and the orders of the Commissioner of Building, Zoning and Housing pertaining thereto are complied with, the deposit shall be refunded as soon after final inspection of the final grade and installation of grass seed as can be conveniently done upon written request.

(c) Use of Contractor's Bond Deposit. An order to correct any condition or remove any substance shall be complied with within the time period as supplied by law, the Commissioner of Building, Zoning and Housing shall cause the same to be done at the expense of the permit holder and the Bond Fund shall be subjected to the payment of the expense thereof. In addition, any charges incurred over and above the fee set forth in this Chapter for the inspection of the footer grade, rough grade and final grade due to the contractor's failure to comply with approved plans shall be deducted from the contractor's bond deposit. If such deposits are insufficient to fully pay for such expenses, then the permit holder shall be liable for the additional amount in excess of the Bond Fund, which coverage shall be collected by the Director of Law in a court of competent jurisdiction.

The deposit shall be subject to payment of all unpaid inspection and re-inspection charges set forth in this Chapter.

### **1325.99 PENALTY.**

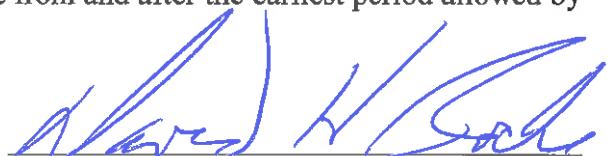
Whoever violates any provision of this chapter is guilty of a misdemeanor of the first degree. Each day that such violations or such work continues in violation of these provisions shall constitute a separate offense."

Section 2. Existing Chapter 1325, "Permits and Fees," of the Codified Ordinances of the City of Richmond Heights is repealed.

Section 3. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 4. This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the general welfare of the City and for the further reason that it is immediately necessary for the City to update its permit fee schedule to be consistent with the fees charged by similar communities and to recoup its costs when it is required to conduct multiple follow-up inspections or plan reviews for work required to correct code violations; wherefore, this Ordinance shall be in effect immediately upon its passage and signature by the Mayor; otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

PASSED: 2-12-19



David H. Roche, Mayor

APPROVED: 2-12-19

ATTEST: Betsy Traben  
Betsy Traben, Clerk of Council



Eloise Cotton-Henry, Council President