



CITY OF UNION
118 N. Main St.
Union, OH, 45322

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

COMMERCIAL BUILDING/ELECTRICAL PERMIT APPLICATION
FOR INFORMATION CALL: 1-888-433-4642

PLEASE PRINT	NAME	STREET ADDRESS	CITY, STATE, ZIP	PHONE NUMBER & EMAIL
PROPERTY OWNER				
APPLICANT				
PLANS BY				
CONTRACTOR				

SITE ADDRESS _____ **Tenant** _____

PARCEL ID NO. _____ **CONSTRUCTION AREA SQ. FT.** _____ **PROJECT COST \$** _____

PROJECT DESCRIPTION / PROJECT NAME _____

---COMMERCIAL ONLY--- USE GROUP _____ **CONSTRUCTION TYPE** _____ **OCCUPANT LOAD** _____

REVIEW REQUESTED: CHECK ALL THAT APPLY

- | | | | |
|---|-------------------------------------|---|---|
| ☐ New Building | ☐ Garage | ☐ Fire Alarm | ☐ Cert. of Occupancy |
| ☐ Addition | ☐ HVAC | ☐ Fire Line | ☐ Change of Use |
| ☐ Alteration | ☐ Electrical | ☐ Fire Suppression | ☐ Signage |
| ☐ Deck _____ Sq. ft. | ☐ Gas Line | ☐ Hood Suppression | ☐ Swimming pool |
| ☐ Shed _____ Sq. ft. | ☐ Fence | ☐ Hood Exhaust | |
| ☐ Electrical Service Size _____ Line Drawing Required over 400 AMP | | | |
| ☐ Other (specify) _____ | | | |

Is property located in a Floodplain? Yes / No

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 codes.

OWNER/OWNER REP. (PLEASE PRINT) _____ **EMAIL** _____

OWNER/OWNER REP SIGNATURE _____ **APPLICATION DATE** _____

Auditor Information: # Bedrooms _____ # Baths _____ # Stories _____ Livable Sq. Ft. _____ Finished Basement Sq. Ft. _____

***** **OFFICE USE ONLY** *****

DEPOSIT \$ _____ **RECEIVED BY** _____ **PAYMENT: CASH CHECK CREDIT RECEIPT#** _____

ZONING APPROVED _____ **DATE** _____

BUILDING APPROVED _____ **DATE** _____

Is property located in a Floodplain? Yes / No _____

BUILDING PERMIT INFORMATION

Submitting Application

1. **Digital Submittal**- Receive application and 1 PDF file digitally from applicant (*Preferred Method of Submission*) **OR:**

Hard Copy submittal - Accept Permit Application with 3 sets of drawings

Make sure application has:

- Signed application form
- Legible address, phone number & email address
- Project cost, description and affected square footage
- Permit review type(s) checked off

2. Pay application deposit – see 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. The purpose of this fee is dissuasion of premature inspections; not revenue generation.
- **Temporary Certificate of Occupancy (TCO)**- In the event 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. The TCO can be released 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: We make every effort to process plans as quickly as possible. "Depending on the quality of the plans and if hard copy or digital" we anticipate "about a week" (5-7 days)

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

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

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

A. 937-433-4642 or 888-433-4642 or plans@natinspect.com

Q: Can I start before I get my Permit?

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



City of Union, Ohio

COMMERCIAL BUILDING FEE SCHEDULE

Note: If fees are paid by card, there will be a 3.25% fee added to the total fee amount.

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 \$0.065 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	\$220.00 plus \$0.07 per SF
Shell	\$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
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

OBC Surcharge

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)