

Commercial Mechanical Permit Application

Portage County Building Department
449 South Meridian Street
Ravenna, Ohio 44266-1217
Phone (330) 297-3530 Fax (330) 297-3896

Date Received

Pen # _____
Permit # _____
Township _____
Village _____

Applicant shall complete Parts 1 thru 4 (submit 4 sets of plans if separate from Building application)

Part 1 General Information

Project Name _____
Project Address _____
Permanent Parcel # _____ Phone _____

Part 2 Project Description

_____ *Square footage of work area* _____

Part 3 Owner

Name _____ Phone _____
Address _____
City _____ State _____ Zip _____

Part 4 Applicant / Contractor

Name _____ Phone _____
Address _____
City _____ State _____ Zip _____

Description of work _____

I hereby certify that the proposed work is authorized by the Owner of Record, that I am authorized to submit this application as his/her agent, and that I agree to conform to all applicable laws and rules of the State of Ohio and the resolutions of Portage County. Inspections shall be scheduled (24) hours in advance, using voice mail (330) 297-3530.

Applicant Signature

Date

Commercial Mechanical

Part 5

<u>Item</u>	<u>Application Fee</u>	<u>Unit Fee</u>	<u>Amount</u>
[] New Construction / additions / alterations	60.00	3.50 / 100 gsf	\$ _____
[] Non-refundable Plan Review (when submitted separately)		75.00	\$ _____
[] Plan review invoice charges	_____ hours @ 75.00 / hr		\$ _____
[] Hydronic Systems	60.00	3.00 / 100 gsf	\$ _____
[] HVAC replacement units		60.00 ea.	\$ _____
[] Refrigeration Units		40.00 ea.	\$ _____
[] Kitchen Hood (s)		60.00 ea.	\$ _____
[] Change of Occupancy Inspection		50.00	\$ _____
[] Minor repairs / installations (as determined by the CBO)		40.00	\$ _____
[] Re-inspections		40.00	\$ _____
[] Penalty Fee (work started prior to obtaining a permit)	Twice the scheduled fee		\$ _____
		Sub Total	\$ _____
		Add 3% percent per Senate Bill # 359	\$ _____
		TOTAL FEES	\$ _____

Note 1. Application fees are not refundable.
 Note 2. Area used to determine Unit Fee is calculated to include all levels of the building.
 Note 3. **Make checks payable to Portage County Treasurer.**

PEN CK# _____ PEN RECEIPT# _____

PERMIT CK# _____ PERMIT RECEIPT# _____

Clerk _____ Date _____