
**CITY OF COLUMBUS, OHIO
DEPARTMENT OF DEVELOPMENT
BUILDING SERVICES DIVISION**

**POLICY MEMORANDUM
INTERPRETATION AND CLARIFICATIONS OF THE FEE SCHEDULE
Effective date of Memorandum July, 2008
Revised March 3, 2009**

For the purposes of being consistent in our communications with our customers and staff, the following policy shall be used to determine the applicable permit fees.

**REROOFING, SIDING AND DOOR AND WINDOW REPLACEMENT FOR 1, 2 AND 3 FAMILY,
MULTI-FAMILY AND COMMERCIAL PROJECTS**

PERMIT APPLICATION AND DISCRIPTION OF USE (CONSTRUCTION DOCUMENTS)

- a) The project must be more than one square (100 square feet). One square or less of **reroofing or siding** is considered maintenance/repair and does not require a permit. This limitation does not apply to door and window replacement.
- b) This interpretation applies to all roofs
- c) A **single** condominium in a multi-family building is considered a **single family** home for the propose of determining fees and inspections
- d) Work done by a **single** contractor installing windows/doors, siding, roofing or any combination requires a permit (Minor Limited Scope) for each item or done as a combination, requires a permit as Addition, alteration and Accessory Structure
- e) There is no examination fee required for reroofing, siding or windows/doors when the following information/description of work is provided with the application

Requirements: OBC 106.1 requires adequate construction documents with the permit submittal detailing the scope of work proposed. Accordingly, the following minimum information shall be required when submitting for roofing/window permits (note that single family dwelling owners proposing to self perform the work do not require submission on company letterhead; a detailed description as listed below will suffice):

Roofing permit applications Shingle roofs

- In commissioned areas, the "Certificate of Appropriateness" must be submitted with application
- Indicate scope of work proposed such as tear off/replacement or additional roof added over existing
- Indicate roof deck type, any proposed replacement or modification to the existing structure requires a rough framing inspection and is therefore not applicable as a Minor Limited Scope of work
- Provide complete description of new roof system assembly proposed and provide material types, thicknesses, insulation, flashing, underlayment and ice barrier, metal drip edge and flashing(s) and roof ventilation information as applicable.

Roofing permit applications All other roofs

- In commissioned areas, the "Certificate of Appropriateness" must be submitted with application.
- Provide roof plans and details as necessary for a complete description of new roof system assembly proposed and provide material types, thicknesses, insulation R-value (**minimum R-20 is required for commercial buildings including apartment type buildings with flat or low**

slope roofs, where the existing roofing material is removed and the existing insulation or roof deck is exposed).

- indicate scope of work proposed such as tear off/replacement or additional roof added over existing (lay over)
- indicate roof deck type, parapet (if any) coping

Door/Window permit applications

- In commissioned areas, the “Certificate of Appropriateness” must be submitted with application
- Indicate the type of existing door/window designated for replacement
- Indicate size of the existing door/window designated for replacement
- Indicate the room name within which the door/window is to be replaced
- Indicate the new door/window type and size proposed

Siding permit applications

- In commissioned areas, the “Certificate of Appropriateness” must be submitted with application
- Indicate the type of existing exterior system (e.g.- wood siding / stucco)
- Indicate siding material
- Indicate scope of work such as removing or installing over existing, adding insulation

REQUIRED FEES

- One, two and three** family houses the fee is \$75.00 includes permit and one 15 minute inspection.
- Multi-family** (4 or more) the fee is \$200.00 includes permit and two inspections. ***Garages shall be feed \$75.00 and will include the permit and a final inspection***
- Commercial Buildings** the fee is \$450.00 includes permit and two inspections

INSPECTIONS

All permits will require at least one (1) exterior inspection ***at the end of the project.*** Commercial projects required to provide insulation requires an inspection of the insulation. The owner or contractor is not required to accompany the inspector during his/her inspection. However, it is the responsibility of the contractor to notify the homeowner of the inspection date, in order to allow for free and safe access to the property, i.e., unlocked gates, no pets in yard, etc....

Inspectors will access the roof area only when an approved OSHA ladder is provided.

To avoid failed inspections, the following is a list of items the inspector will check:

Roof Replacement

- ✓ No more than two (2) layers are permitted on a roof.
- ✓ Flashing was installed correctly at all areas required by the building code.
- ✓ Ventilation is provided.
- ✓ Ice guard was extended from the eve’s edge to a point at least 24 inches inside the exterior wall line.
- ✓ A saddle or cricket is installed behind all chimney’s and/or roof protrusions 30 inches or greater in width as required by the building code.
- ✓ In commissioned areas, the “Certificate of Appropriateness” was followed and a copy left on site for inspection.
- ✓ The work is completed in accordance to the manufacturer’s specifications.

Window/Door Replacement

- ✓ No alteration to the door or window opening size was made.
- ✓ In commissioned areas, the “Certificate of Appropriateness” was followed and a copy left on site for inspection.
- ✓ The work is completed in accordance to the manufacturer’s specifications.

Siding

- ✓ All fixtures, panels and meters are fastened to the structure and not to the new siding.
- ✓ Penetrations through the siding are caulked to prevent water infiltration.
- ✓ In commissioned areas, the “Certificate of Appropriateness” was followed and a copy left onsite for inspection.
- ✓ The work is completed in accordance to the manufacturer’s specifications.

The inspector will sign the building permit if it is on site and visible. If the permit is not on site or visible, the inspection will be performed and if no violations are found, no tag is left on site. When the records become available on line, the contractor/homeowner will be able to check the status of the permit in our system.

ONE, TWO AND THREE FAMILY AND MULTI-FAMILY DECKS

PERMIT APPLICATION AND CONSTRUCTION DOCUMENTS

OBC 106.1 requires adequate construction documents with the permit submittal detailing the scope of work proposed. Accordingly, the following ***minimum*** information shall be required when submitting for deck permits.

Deck permit applications

- Plan, elevation and details showing the size, location and construction connections
- material being used, size and location of post, and framing members
- handrails/guard rail size and connections (required where greater than 30-inches above the grade)
- Post/foundation details (minimum 32-inches below grade to bottom of footing)

Additional information detailing the proposed scope of work may be requested at the discretion of the plans examiner for review depending upon structural modifications/implications involved. Details and information requiring technical analysis shall bear the seal of a registered design professional in the state of Ohio in accordance with OBC 106.3.4.

REQUIRED FEES

- a) **One, two and three** family houses the fee is \$75.00 includes permit and one 15 minute inspection. A second inspection will be required and the additional fee is \$125.00. Total fee \$200.00
- b) **A single unit of a Multi-family (4 or more)** condominium type building the fee is \$75.00 includes permit and one 15 minute inspection. A second inspection will be required and the fee is \$150.00. Total fee \$225.00

INSPECTIONS

All permits will require at least one (1) exterior inspection ***at the end of the project***. The owner or contractor is not required to accompany the inspector during his/her inspection. However, it is the responsibility of the contractor to notify the homeowner of the inspection date, in order to allow for free and safe access to the property, i.e., unlocked gates, no pets in yard, etc., as well as advising homeowner to allow inspector access to approved set of plans.

To avoid failed inspections, the following is a list of items the inspector will check:

Decks

- ✓ Decks will require (2) two inspections, one for the footings before the concrete is placed and the second after all work is completed. The decking boards must be left off at the beam and ledger board areas to expose the fasteners, flashing at the ledger board and beam and joist sizes.

The inspector will sign the building permit if it is on site and visible. If the permit is not on site or visible the inspection will be performed and if no violations are found, no tag is left on site. When the records become available on line, the contractor will be able to check the status of the permit in our system.

PARKING LOTS

PERMIT APPLICATION AND CONSTRUCTION DOCUMENTS

Parking lot permit applications (when not included with a building permit)

- 15 sets of site drawings for routing showing the parking lot layout and calculations for number of required spaces including handicap spaces
- details showing the composition of base and pavement
- storm drainage plans and details
- site lighting – location of lights details of light pole(s) and electrical power calculations and installation details

REQUIRED FEES

- a) **Multi-family** (4 or more) \$200.00 for the permit and two inspections.
- b) **Commercial Building** \$450.00 for the permit and two inspections.
- c) Electrical permit required in addition to the building permit where lighting is being installed- \$450.00 includes permit and 2 inspections

REMOVAL START

PERMIT APPLICATION AND CONSTRUCTION DOCUMENTS

Removal Start is applicable to commercial and residential projects involving fire damage, vehicle damage, weather damage and commercial interior alteration or tenant improvement projects or other minor work as approved by the Chief Building Official.

- All demolition work is required to be performed by licensed contractors registered with the city AND is trade specific
- Each trade must obtain his/her own Removal Start
- A detailed description of the proposed work is required
- A Removal Start is not applicable to new building construction
- A Removal Start can only be requested:
 - at the time of application for an interior alteration or
 - after the application for an interior alteration has been submitted

REQUIRED FEES

- a) Removal Start Fee is considered a Minor Limited Scope project at \$75.00

INSPECTIONS

There are no inspections included in a Removal Start.

- Work is only permitted to proceed up to the point of the first inspection
- Applicant in obtaining the Removal Start, acknowledges that he/she is proceeding at his/her own risk and should construction not be in accordance with the approved drawings, installed work will be removed and corrected

GRAPHIC PERMITS***PERMIT APPLICATION AND CONSTRUCTION DOCUMENTS***

The \$40.00 application processing fee is required to be paid for graphic permits where the area of the graphic is less than 100 square feet. For graphic permits 100 square feet and greater, the processing fee is included in the plan review fee.

If the zoning official determines that a plan examination is required in addition to the graphic review when the size is less than 100 square feet, the applicant will be notified that additional plan review fee of \$200.00 and an inspection fee of \$150.00 is required for the supporting structure of the graphic.

The permit fee for billboards includes plan review and inspection. No additional plan review or inspection fee is required.

MULTIPLE PERMITS FOR MULTI-FAMILY BUILDINGS
PERMIT APPLICATION AND CONSTRUCTION DOCUMENTS

When multiple permits are submitted for review at the same time for the same “identical” building design and located on the same parcel, the **base** plan examination fee will be charged for **each building**, but the square footage fee will be on the gross area of **only one** building of the same design. Different types or designs will require a plan review fee based on the gross square footage on each type of building. Each building is required to secure and pay for inspections for individual permits. Inspection fees are not transferable between permits.

PERMIT APPLICATION AND CONSTRUCTION DOCUMENTS

- Each building is required to have its own permit
- Permits are submitted for review at the same time
- Construction documents submitted shall be for identical buildings and identified as such
- A minor modification to the identical plans is permitted; such as, the end garage is rotated 90 degrees
- Plans that are mirror image are permitted, but must be identified as such
- Plans that use identical unit types but change the arrangement are NOT considered identical

REQUIRED FEES FOR EACH BUILDING TYPE

- a) First building shall be assessed the base plan examination fee (\$600.00) plus the total building construction area at \$150.00/1000 sq. ft.
- b) Each additional building of the **same design** will be assessed a base plan examination fee (\$600.00) **only**

PHASED CONSTRUCTION PERMITS

PERMIT APPLICATION AND CONSTRUCTION DOCUMENTS

Phased Construction projects require prior approval from the Chief Building Official

- A detailed description of the proposed work is required
- Identify the phases of construction
- Build out of tenant spaces in a strip shopping center done as foundation and shell are not considered the third phase of the construction project but are treated as interior alteration permits

REQUIRED FEES

- a) Plan examine fee for (2) two phase project
 - Foundation – Base plan examination fee (\$600.00) plus 100% of the building foot print
 - Remainder of the project - Base plan examination fee (\$600.00) plus 100% of the total construction area
- b) Plan examine fee for (3) three or more phase project
 - Each phase: Base plan examination fee (\$600.00) plus 70% of the total construction area
- c) Maximum plan examination fee for any phase is \$20,000 calculated on the total square footage of that phase (not 70% of \$20,000)

INSPECTIONS

- Each phase is required a minimum of two inspections
- Inspections are not transferable to the next phase.

MINOR LIMITED SCOPE OF WORK
PERMIT APPLICATION AND CONSTRUCTION DOCUMENTS

Minor Limited Scope of Work are those projects listed below that are minor in nature, do not typically require an extensive review and an inspection can be performed in 15 minutes or less.

- In all cases, any project that requires a rough inspection **and** a final inspection does not qualify as a Minor Limited Scope of Work Permit **unless specifically approved** by the Chief Building Official.
- Only one Minor Limited Scope of Work Permit will be allotted for same project on the same site.
- Items requested for, but not identified in the qualifying list of Minor Limited Scope of Work, may be submitted to the Chief Building Official for consideration of approval.
- A detailed description of the proposed work is required on the application

REQUIRED FEES

- a) **\$75.00**

INSPECTIONS

- A fifteen minute inspection to verify the work is done in accordance with the codes.
- A failed inspection will result in additional inspection and fee per the appropriate fee schedule

QUALIFYING LIST OF MINOR LIMITED SCOPE OF WORK PROJECTS ATTACHED

Keith Wagenknecht, AIA
Chief Building Official

MINOR LIMITED SCOPE* OF WORK ITEMS

*Minor Limited Scope is defined as needing a single inspection
of 15 minutes or less on site time.

Scope of Work	Applicable to:		
	1, 2 & 3 Family	Multi-Family (per unit)	Commercial
Structural			
Reroof	X		
Siding	X		
Window Replacement	X		
Fences	X		
Sales Model Renewal	X		
Above Ground Swimming Pools	X		
Removal Start**	X	X	X
Electrical			
Service Upgrade of Single Family (up to 200Amps)	X		
Outlet Additions/Replacements to an Existing System (maximum of 3 same unit)	X	X	
Electric for Radon Mitigation System	X	X	
Temporary/Freestanding Service (up to 200 Amps during construction)	X	X	X
Removal Start**	X	X	X
Panel Replacement	X	X	
CATV Pedestal (or sometimes referred to as CATV Power Supply)	X	X	X
Underground Lateral (To New Single Family Structure Only)	X		
Plumbing			
Backflow Preventer for Lawn Irrigation	X	X	X
Back water valve	X	X	X
Water Heater Replacement	X	X	X
Tub Valves & Tub and Shower Fixtures	X		
Water Softener Replacement	X	X	X
Deduct Water Meter	X	X	X
Removal Start**	X	X	X
Grease Trap Replacement			X
Replacement of Basement Water Lines (One Dwelling Only)	X		
Replacement of a Section of Defective Waste/Vent Piping or Fittings (One Dwelling Only)	X		
Mechanicals			
1-25 Duct Inlets/Outlets (when there is no smoke duct detector within the air distribution system and rough & final performed at the same time)	X	X	X
Replacement of a Single Furnace, A/C and/or Heat Pump Replacement	X	X	
Single A/C unit or Heat Pump add-on	X	X	X

** Removal Start can only be issued at the same time or after a required permit has been applied for by licensed contractor of that trade and work is only permitted to proceed up to the point of the first inspection of said permit.

MINOR LIMITED SCOPE* OF WORK ITEMS

*Minor Limited Scope is defined as needing a single inspection
of 15 minutes or less on site time.

Installation of Gas Logs to an Existing Fireplace	X	X	X
Mechanicals (continued)			
Replacement of an Exhaust Fan	X	X	
Installation of a Listed Flue Liner	X	X	
Installation of a Domestic Kitchen Range Hood	X	X	
Replacement of Single Low Pressure Boiler System	X	X	
Installation of Venting for Gas Appliance (when not associated with the installation of unit)	X	X	
Replacement of Evaporator Coil, Condenser Coil and/or Compressor	X	X	X
Installation of 1 Ice Machine			X
Installation of 1 Unit Heater			X
Installation of 1 to 10 VAV Boxes (Non-fan Assisted)			X
Installation of a Single Self-Contained walk-in Cooler/Freezer (when 12,000 BTU or less)			X

Rev 12/29/11

** Removal Start can only be issued at the same time or after a required permit has been applied for by licensed contractor of that trade and work is only permitted to proceed up to the point of the first inspection of said permit.

2008 Combined Development Related Fee Schedule
Fees Contained in Part J – Infrastructure Inspection Are Effective January 1, 2008
All Other Fees Are Effective February 25, 2008
Ordinance 1707-2007, passed by City Council 12/19/2007

PART A - GENERAL INFORMATION

A fee is charged to recover the City’s administrative costs for enforcement of codes related to building, electrical, plumbing and mechanical permits, zoning applications and processing, and construction inspection, both public and private, per Columbus City Code Section 901.01 and 4103.14. In addition, an Application Processing fee may be assessed for all permits and applications unless otherwise specified. Authority to assess such fees is contained within Columbus City Code.

These fees cover the permitting and inspection of construction of new buildings, alterations, additions, demolitions and relocations of structures and associated costs as well as land use activities associated with the parcels upon which construction may occur. Where applicable, all fees contained in the building section include a zoning surcharge.

Payment of Fees

All fees are non-refundable except as expressly identified in Section 4113.17 of the Columbus City Codes. When applicable, base fees are per dwelling unit. All fees are due and payable at time of submission. Fees that are based upon square footage refer to the gross square footage of all areas of construction (where applicable, floor areas will be based on 1,000 square foot increments and will be rounded up to the next nearest 1,000 square foot increment) as specified in C.C. 4113.43.

PART B – MINOR ITEMS

A published list of “MINOR LIMITED SCOPE OF WORK” that is approved by the Chief Building Official may be found on the Development Department Website or obtained at the Building Services Customer Service Counter, 757 Carolyn Avenue, Columbus, Ohio for items related to the minor work fee.

PART C – INDEX

Part A - General Information - Page 1	Part G - License/Registration - Page 11& 12
Part B - Minor Items - Page 1	Part H - Housing - Page 13
Part C - Index - Page 1	Part I - Engineering Review - Page 14 & 15
Part D - Graphics and Billboards - Page 2	Part J - Infrastructure Inspection – Page 16
Part E - Zoning - Page 3 & 4	Part K - Administrative – Page 17
Part F - Building - Page 5 thru 10	

PART D – GRAPHICS AND BILLBOARD FEES

	Description/Restrictions	Base (A)	Multiplier (B)	Unit (C)	Formula
Graphics Permits					
	Installation permit for permanent graphics including signs, both on- and off- premises signs, excluding billboards. (In addition, an Application Fee will be assessed per address. See Zoning Fees).				
	Application Processing Fee		\$40	For each new address or for each address verification	B * C
	Face Replacement	\$160			
	Miscellaneous	\$160			
	Installation Permit (all others)	\$265			
	100 Square Feet or Greater Installation (in addition to any Graphics Fee)				
Both Required	Plan Review	\$200		Per Hour or portion thereof	A*C
	Inspection Fee	\$150		Per Hour or portion thereof	A*C
Billboards					
	Billboard Graphic area of: 0-≤ 400 sq. ft.	\$1,200			
	> 400 sq. ft.	\$1,500			
	Zoning Clearance Only (For Graphics)	\$130 or 50% of cost of new on-premises sign, whichever is greater			
Both Required	Plan Review	\$200		Per Hour or portion thereof	A*C
	Inspection Fee	\$150		Per Hour or portion thereof	A*C

PART E - ZONING FEES

	Description/Restrictions	Base (A)	Multiplier (B)	Unit (C)	Formula
Zoning Fees	A Zoning Clearance surcharge is assessed in the building permit fee, excluding clearance fees for graphics permits.				
	Zoning Clearance Only 1 – 3 Dwelling Units		\$80	# dwelling units	B*C
	All Others	\$475			
	Regulating Plan Review	\$475			
Board of Zoning Adjustment	Special Permit or Variance or any combination of the two for the same site applied for at the same time. 1 – 3 dwelling units		\$315	Per dwelling unit	B*C
	All others	\$1900			
Graphics Commission	Special Permit, Variance, or Graphics Plan or any combination of the three for the same site applied for at the same time. 1 – 3 dwelling units		\$315	Per dwelling unit	B*C
	All others & Special Permits	\$1900			
	All Other Actions Per Code	\$315			
	Graphics Plan - when applied for in conjunction with a pending rezoning or Council variance application.	\$965			
	All other code required Graphics Commission actions.	\$315			
Council Variance	1 –3 Dwelling units		\$315	Per dwelling unit	B*C
	All other	\$1600 first acre	\$160	Each additional acre or fraction thereof	A + (B*C) to a maximum of \$7,000
Zoning Map Amendments	Limited District, PUD, or CPD	\$3200 first acre	\$315	Each additional acre or fraction thereof	A + (B*C) to a maximum of \$15,500
	All Other Zoning Districts	\$1850 first acre	\$185	Each additional acre or fraction thereof	A + (B*C) to a maximum of \$7,000
	Amendments of Zoning or Variance Ordinance after passage	Same as current fee			

PART E - ZONING FEES (CONTINUED)

	Description/Restrictions	Base (A)	Multiplier (B)	Unit (C)	Formula
	Reconsideration – by Development Commission	50% of current fee			
	Reconsideration – after final action or tabling by City Council	Same as current fee			
Tabling of Application	Applicant-Requested tabling of Application (for Development Commission, Board of Zoning Adjustment or Graphics Commission) First tabling 1-3 Dwelling Units \$95 All others \$600 Second Tabling 1-3 Dwelling Units \$185 All others \$900 Third & subsequent tabling 1-3 Dwelling Units \$275 All others \$1200				
Administrative Waivers	Administrative Waivers to parking and surface	\$775			
	Flood Plain Review (FEMA applications such as CLOMR and LOMR)	\$160			
	Processing Fee - for requests for reconsideration by the Graphics Commission and Board of Zoning Adjustment	\$240			
	Appeal from the determination of the Director	No Fee			
	Zoning Conference	\$90	Per hour	Per staff member involved	A*B*C
	Preliminary Reviews - fee for review conference or review of pre-construction documents for code compliance as determined by the Chief Zoning Official.	\$90	Per hour	Per staff member involved	A*B*C

PART F – BUILDING FEES

Fees include application, state surcharge, zoning clearance, and building and plan examination fees. Building permit includes the first required inspection(s) paid with the initial permit as indicated. The applicant has the option to pay for additional inspections at the time of permit issuance, but no refunds will be offered for unused inspections.

The inspection fee charged is for an inspection trip for up to 1-hour of time on site unless otherwise noted. An inspector WILL NOT remain on site if the work to be inspected is not ready or there are major violations to correct.

***A published list of “MINOR LIMITED SCOPE OF WORK” that is approved by the Chief Building Official may be found on the Development Department Website or obtained at the Building Services Customer Service Counter, 757 Carolyn Avenue, Columbus, OH.*

1, 2, and 3 Family Residential Buildings

	Description/Restrictions	Base (A)	Multiplier (B)	Unit (C)	Formula
A. New Construction – Building Permit					
Both Required	Examination Fees	\$40	\$25	For each 1000 gross square feet or portion thereof	A +(B*C)
	Inspection and Permit Fees (base fee includes permit and the first 5 structural inspections)	\$425	\$125	For each additional inspection above the first five	A +(B*C, if applicable)
B. Additions, Alterations, and Accessory Structures – Building Permit					
Both Required	Examination Fees	\$40	\$25	For each 1000 gross square feet or portion thereof	A +(B*C)
	Inspection and Permit Fees (base fee includes permit and the first 2 structural inspections)	\$200	\$125	For each additional inspection above the first two	A +(B*C, if applicable)
C. Mechanical, Electrical or Plumbing Permits for 1 to 3 Family Dwellings Residential New Construction, Additions, Alterations, and Accessory Structures.					
	Inspection and Permit Fees (base fee includes permit and the first 2 inspection trips)	\$200	\$125	For each additional inspection above the first two	A +(B*C, if applicable)
	Note: Mechanical permits may now include: HVAC, Fireplaces, Stoves, Gas Logs, Building services piping, product refrigeration, environmental air, ventilation and exhaust.				
D. **Minor Limited Scope Permits					
	Examination Fees (base fee includes examination fee, permit, and 1 inspection trip)	\$75	\$125	For each additional inspection above the first inspection	A +(B*C, if applicable)

PART F – BUILDING FEES (CONTINUED)

4 and 5 Multi Family Dwelling Unit Buildings

	Description/Restrictions	Base (A)	Multiplier (B)	Unit (C)	Formula
A. New Construction – Building Permit					
Both Required	Examination Fees	\$600	\$150	For each 1000 gross square feet or portion thereof	A +(B*C)
	Inspection and Permit Fees (base fee includes permit and the first 5 structural inspections)	\$450	\$150	For each additional inspection above the first five	A +(B*C, if applicable)

6 or More Multi Family Dwelling Unit Buildings

A. New Construction – Building Permit					
Both Required	Examination Fees	\$600	\$150	For each 1000 gross square feet or portion thereof	A +(B*C)
	Inspection and Permit Fees (base fee includes permit and the first 2 structural inspections)	\$450	\$150	For each additional inspection above the first two	A +(B*C, is applicable)

All Multi Family Dwelling Unit Buildings

A. Additions, Alterations, and Accessory Structures – Building Permit					
Both Required	Examination Fees	\$200	\$150	For each 1000 gross square feet or portion thereof	A +(B*C)
	Inspection and Permit Fees (base fee includes permit and the first 2 structural inspections)	\$200	\$150	For each additional inspection above the first two	A +(B*C, if applicable)
B. Mechanical, Electrical or Plumbing Permits for Commercial and Multi Family Residential New Construction, Additions, Alterations, and Accessory Structures.					
	Permit Fees	\$150		For Each Permit	A*C
	Inspection Fees	\$150		For Each Inspection	A*C
Note: Mechanical permits may now include: HVAC, Fireplaces, Stoves, Gas Logs, Building services piping, product refrigeration, environmental air, ventilation and exhaust.					
C. ** Minor Limited Scope Permits					
	Examination Fees (base fee includes examination fee, permit, and 1 inspection trip)	\$75	\$150	For each additional inspection above the first inspection	A +(B*C, if applicable)

PART F – BUILDING FEES (CONTINUED)

Commercial/Mixed Use Buildings

	Description/Restrictions	Base (A)	Multiplier (B)	Unit (C)	Formula
A. New Construction, Additions, Alterations, and Accessory Structures – Building Permit					
Both Required	Examination Fees (Maximum Fee not to exceed \$20,000)	\$600	\$150	For each 1000 gross square feet or portion thereof	A +(B*C)
	Inspection and Permit Fees (base fee includes permit and the first 2 structural inspections)	\$450	\$150	For each additional inspection above the first two	A +(B*C, if applicable)
B. Mechanical, Electrical or Plumbing Permits (MEP).					
	Inspection and Permit Fees (base fee includes permit and the first 2 inspection trips)	\$450	\$150	For each additional inspection above the first two	A +(B*C, if applicable)
Note: Mechanical permits may now include: HVAC, Fireplaces, Stoves, Gas Logs, Building services piping, product refrigeration, environmental air, ventilation and exhaust.					
C. ** Minor Limited Scope Permits					
	Examination Fees (base fee includes examination fee, permit, and 1 inspection trip)	\$75	\$150	For each additional inspection above the first inspection	A+(B*C, if applicable)
D. Phased Construction					
Both Required	Examination Fees Two Phase Projects Three or More Phase Projects	Normal Exam Fee	100% 70%	For each phase	A*B
	Inspection and Permit Fees (base fee includes permit and the first 2 structural inspections)	\$450	\$150	For each additional inspection above the first two	A +(B*C, if applicable)
E. Tents (Greater than 200 square feet)					
Both Required	Examination Fees (per tent)	\$50	\$10	For each 1000 gross square feet or portion thereof	A +(B*C)
	Inspection and Permit Fees (base fee include, permit, and 1 inspection trip)	\$250	\$150	For each additional inspection above the first inspection	A +(B*C, if applicable)
F. Medical Gas Permits					
Both Required	Examination Fees 1 to 20 Outlets For Each Outlet over 20	\$150	\$7 \$1	Per Outlet	A+ (B*C)+ (B*C)
	Inspection and Permit Fees (base fee includes permit and the first 2 structural inspections)	\$300	\$150	For each additional inspection above the first two	A +(B*C, if applicable)

PART F – BUILDING FEES (CONTINUED)

Fire Alarm and Suppression Fees

	Description/Restrictions	Base (A)	Multiplier (B)	Unit (C)	Formula
A. Fire Suppression					
Both Required	Examination Fees (May include any combination of items identified in this section)	\$10 for 1-19 sprinklers or a limited scope project			A
		\$200	\$1.50	Per sprinkler for applications with 20 or more sprinklers	A+(B*C)
		\$150	\$50	Per Standpipe when not included with sprinkler installation	A+(B*C)
		\$150	\$60	Per Independent Suppression System (such as wet or dry chemical, clean agent, Halon, etc.)	A+(B*C)
	* Inspection Fees (Base Fee Includes 2 one-hour inspections, per inspector)	\$300	\$150	For Each Additional Inspection	A+(B*C, if applicable)
B. Fire Alarm, Detection, Suppression and Activation Devices					
Both Required	Examination Fees (May include one or both items identified in this section)	\$10 for 1-9 devices			A
		\$200	\$2.50	Per device for applications with 10 or more	A+(B*C)
	* Inspection Fees (Base Fee Includes 2 one-hour inspections, per inspector)	\$300	\$150	For Each Additional Inspection	A+(B*C, if applicable)

* After hours inspection fees may be substituted for normal hour fees.

PART F – BUILDING FEES (CONTINUED)

Special Service Fees

Description		Fee
All Structures		
A. After Hour Inspection (Per Inspector)		
	After Hour Inspection (for first 2 hours)	\$450
	For each additional hour	\$225
B. Festival Registration		
	Registration Fee	\$75
C. Inspection Fees (i.e., Team Inspections) – Other		
	Per hour per inspector for special inspections, etc.	\$150
D. Emergency Response Inspection other than 1, 2 and 3 Family		
	First Two Hours	\$450
	For each additional hour	\$225
E. Understated Permit Fee		
	Understated units, device or scope fee plus normal permit fee	\$150
F. Working Without a Permit Fee		
	5 times the cost of plans examination (if applicable), permit processing and initial inspection fees in addition to the normal permit fee. (Assume two inspections per multi-family MEP permit) Maximum Fee \$5,000 for this fee and not including the normal permit fee required.	
G. Certificate of Occupancy		
	Final Occupancy fee is included in a complete building permit	\$0
	Certificate of Occupancy for an existing building when not associated with a building permit.	\$125
	Occupying without a certificate of occupancy	\$750
	Time-limited Occupancy.	\$750
	Partial Occupancy	\$150
H. Critical Observation Reports		
	Critical Observation Notice	\$0
	Critical Observation Notice late fee plus:	\$500
	Per month the building remains in non-compliance	\$250

PART F – BUILDING FEES (CONTINUED)

Special Service Fees

Description		Fee
I. ISN (Inspection Security Number) Change Fee		
	Per change	\$500
J. Permit Extensions		
	Per permit	\$100
K. Permit Transfers		
	Per permit	\$130
L. Permit Description Revision		
	Per revision	\$75
M. Consulting Inspection		
	Per hour	\$150
N. Non-permit Inspection		
	First inspection and processing	\$75
	For each additional inspection	\$150
O. Subcontractor Permit		
	Per subcontractor. (Licensed MEP)	\$75
P. Examination, Appeals, Variance and Research Fees		
	Preliminary or maximum capacity reviews, or Building Official letter, per hour.	\$150
	Re-certification to duplicate plans, copy of building card, records research, per hour.	\$150
Q. 1 to 3 Family Revisions		
	Per hour	\$125
R. Commercial and Multi Family Revisions, Independent Plan Review, or Re-review		
	For the first hour	\$300
	For each additional hour or portion thereof	\$150
S. Appeal of a Building Code or decision of the Director		
	Columbus Appeal	\$250
	State Appeal	\$400
T. Secure Permit		
	Initial for 90 days.	\$200
	2 nd time renewal for 90 days	\$400
	3 rd time renewal for 90 days	\$700
	4 th and there after for each 90 day renewal	\$1000
U. Demolition Permit		
	Per building or structures plus:	\$150
	Per 1000 gross square feet or portion thereof <i>(except residential accessory building).</i>	\$60
	Residential accessory buildings flat fee. <i>(garages, carports, kiosks)</i>	\$150
V. Corrected and Returned Application		
	For the first hour	\$40
	For each additional hour or portion thereof	\$150

PART G – LICENSE AND REGISTRATION FEES

	Description/Restrictions	Base (A)	Multiplier (B)	Unit (C)	Formula
Contractor Licenses					
	For licenses that, due to the prescribed expiration time frames would last longer than one year, the fee as prescribed in the fee schedule shall be prorated on a monthly basis for the period that exceeds the initial twelve months.				
	Application (for board reviewed trades)	\$185		Per license	A * C
	Home Improvement Contractor	\$420		Per license	A * C
	Home Improvement Contractor – Limited	\$420	\$72	Each additional limitation	A +(B*C)
	Journeyman Plumber	\$84		Per license	A * C
	Sewer Contractor	\$420		Per license	A * C
	Sign Erector - General	\$420		Per license	A * C
	Sign Erector - Limited	\$420		Per license	A * C
	All Other Licenses	\$420		Per license	A * C
Contractor Registrations					
	General Contractor	\$420		Per registration	A * C
	Demolition Contractor	\$420		Per registration	A * C
	Fire Protection/Alarm Company	\$420	Per each certified company registration		(A*B)
	Contractor (Certified Installer).	\$420	\$72	Each additional category of certification	+ A +(B*C)
OCILB Contractor Registrations					
	Prior to registering with the City of Columbus the following trades must have secured their license from the State of Ohio.				
	Electrical Contractor	\$420		Per registration	A * C
	Plumbing Contractor	\$420		Per registration	A * C
	HVAC Contractor	\$420		Per registration	A * C
	Hydronics Contractor	\$420		Per registration	A * C
	Refrigeration Contractor	\$420		Per registration	A * C
Accelerated License/ Registration Processing					
	Fee is charged in addition to the normal license/registration fee	\$420		Per license or registration	A * C

PART G – LICENSE AND REGISTRATION FEES (CONTINUED)

	Description/Restrictions	Base (A)	Multiplier (B)	Unit (C)	Formula
Other Fees					
	Change of Assignment of License or Bond		\$225	Per license or registration	B * C
	Addition or Deletion of Authorized Signatures		\$75	Per license or registration	B * C
	Replacement of Lost License/Registration	\$150		Per license or registration	
	Elective Suspension (Escrow) fee is charged when license is placed in or removed from elective suspension (OCILB trade licenses must be escrowed at State of Ohio)	\$225		Per license or registration	
	Late Fee - Fee is charged in addition to the normal license/registration fee	Equal to Base fee		Per license or registration	A * C

PART H - HOUSING CODE FEES

	Description/Restrictions	Base (A)	Multiplier (B)	Unit (C)	Formula
Inspection					
	Code Letter Inspection - there is a 90-day limitation on re-inspection for a code letter. After the 90 th day, payment of fee is required for a new original code letter		\$240	Dwelling Unit	B*C
	Follow-up Inspection		\$145	Dwelling Unit	B*C
Licenses					
Dwelling Unit – Shared Bath					
	Previously Unlicensed facility or license that has expired.-	\$390	\$80	Each bathroom in excess of 2 and so shared	A + (B*C)
	Annual Renewal – renewal occurring up to 60 days before annual renewal date	\$185	\$80	Each bathroom in excess of 2 and so shared	A + (B*C)
	Replacement of Lost License	\$80			
Rooming House					
	Previously Unlicensed facility or license that has expired.	\$240	\$35	Each rental room in excess of five	A + (B*C)
	Annual Renewal – renewal occurring up to 60 days before annual renewal date	\$185	\$80	Each rental room in excess of five	A + (B*C)
	Replacement of Lost License	\$80			
Junk Yard License					
	Previously unlicensed facility or expired license	\$520 first acre	\$60	Each additional acre or portion thereof	A + (B*C) to a maximum of \$820
	Renewal	\$370 first acre	\$60	Each additional acre or portion thereof	A + (B*C) to a maximum of \$670
	Re- inspection	\$100			
	Replacement of Lost License	\$75			

PART I – ENGINEERING PLAN REVIEW AND ADDRESS CREATION

	Description/Restrictions	Base (A)	Multiplier (B)	Unit (C)	Formula
Engineering					
	Plan Review		\$85	Hour	B*C
	Preliminary Reviews – fee for review conference or review of pre-construction documents for code compliance as determined by the Chief Plans Official. (new in 2007)		\$85	Hour	B*C
Address Creation					
	1-3 Family Residential - Address assigned within an existing record plat area (collected at the time of permit application at Building Services.)		\$40	lot	B*C
	Rezoning Applications (When a Certified Address has been required) This fee will be collected at the time of application at Building Services.		\$40	Address	B*C
	Demolition Permits (When a Certified Address has been required). This fee will be collected at the time of Application at Building Services.		\$40	Building	B*C
	Miscellaneous Site Amenities (signs, uninhabited structures, etc. (This fee will be collected at the time of application at Building Services.)		\$40	per sign, structure, etc.	B*C
	Additions, Renovations and/or Remodeling (When a Certified Address has been required) This fee will be collected at the time of application at Building Services.		\$40	Address	B*C
	Multi-family & Commercial Property Address Assignment (This fee shall be due and payable prior to the release of the Certified Addresses for the project.)		\$750	Hour	B*C

PART I – ENGINEERING PLAN REVIEW AND ADDRESS CREATION (CONTINUED)

	Description/Restrictions	Base (A)	Multiplier (B)	Unit (C)	Formula
Planning & Platting					
Plats					
	Residential Preliminary or Final Plat , maximum fee \$5,300	\$1755	\$75	Per lot	A + (B*C)
	Commercial, manufacturing, street dedication and other plats , maximum fee \$5,800	\$1755	\$75	Per acre	A + (B*C)
	Re-routing during 10-day review period due to applicant based changes	\$390			
	Re-routing for Revision review	\$780			
Lot Splits	Residential – single family	\$230			
	Administrative Lot Split	\$780			
	Right-of-Way deeded to City	No Fee			
	All others	\$475			

PART J – INFRASTRUCTURE TRANSPORTATION CONSTRUCTION INSPECTION FEES

These fees shall become effective January 1, 2008.

Classification	Hourly Rate
Construction Inspector I (FTR & FTL)	\$59
Engineering Associate I	\$59
Engineer Aide I	\$59
Engineer Aide II	\$59
Engineering Associate II	\$60
Engineer-In-Training I	\$60
Surveyor-In-Training I	\$60
Engineer-In-Training II	\$65
Engineer I	\$65
Engineer II	\$65
Engineering Associate III	\$65
Engineer III	\$72
Engineer IV	\$72
Construction Materials Analysis Coordinator	\$72
Surveyor	\$72
Engineering Intern	\$45
Prevailing Wage Coordinator	\$50

PART K – ADMINISTRATIVE FEES

Description		Fee
A. Copies		
Exceptions:		
1. The owner and/or occupant of a residential property may obtain one (1) copy of a current order regarding his/her property or occupancy at no charge.		
2. There will be no copy charges among divisions of the Department of Development.		
	Photographic, per copy	\$ 0.05
	Microfilm - First enlargement printed copy, per page	\$5.00 plus \$ 0.05 for each additional page
	Property Record Computer Report for each certified address	\$25.00 plus \$ 0.05 per page
B. Record Searches		
The Department maintains records on zoning, subdivisions, annexations, Housing Code orders, Zoning Code orders and Building Code orders. Building permit records and general property information may be available in hard copy, computer printout and on microfilm.		
	Record searches, including transcript for appeal, will be conducted upon receipt of a specific written request which provides the following information: 1. Address or addresses needed 2. Type of record(s) needed 3. Oldest dates needed	\$35.00 Per Hour or portion thereof plus \$ 0.05 per page
	Record searches may be conducted by the general public using the Carolyn Avenue Records Center as a reference library	\$ 0.05 fees per page
	Certified Letter - A signed, dated and sealed statement of the results of a record search which certified authenticity of record copies attached.	\$35.00 Per Hour or portion thereof plus \$ 0.05 per page
C. Computer Services		
	GIS Mapping	\$50.00 Per Hour or portion thereof
	Mounting of a Hard Copy	\$10.00 for the first four linear feet plus 3.00 for each additional linear foot
	Compact Disk Version	\$5.00 per disk
	Printout of existing programmed report	\$ 0.05 per page
	Printout of a special report	\$25.00 plus \$ 0.05 per page
	Programming time for a special report(2 hour minimum)	\$50.00 per hour
D. Miscellaneous		
	Stenographic Transcripts	\$25.00 plus \$5.00 per page
	Address Label Format	\$3.00 per page or any portion thereof
E. General Fees		
	For newly initiated area of regulation during the first year or any portion thereof	\$75