



## City of Crestline Guide to Permits and Fees 2009

100 N. Seltzer St., Crestline, Ohio 44827

Ph.: 419-683-3800 Fax: 419-683-4205

[www.crestlineoh.com](http://www.crestlineoh.com)

Hours: Monday – Friday 8:30am til 4:30 pm

### Zoning Permit

FEE .....\$25.00  
NEEDS .....Site Plan

A Zoning Permit is actually a certification of property use.

According to Zoning Ordinance # 1329.01, a Zoning Permit shall be required for any of the following:

- New owner or tenant in B1, B2, M1 and M2 District;
- Change in use of an existing building or accessory building to a use of a different classification;
- Change in the use of land to a use of a different classification; and
- Any change in a nonconforming use.

The Zoning Office at the City Administration Building requires two days for review before issuing a zoning certificate if approved.

On commercial buildings, a zoning permit is required if there is a change in tenants or name change on utilities.

**Inspection:** New business only.

### **Other permits you may need:**

- Flood Hazard Development Permit Application.

### Residential site Permit

FEE .....\$100.00

#### **Providing a Construction Plan**

Any building requiring foundation, alteration or addition that you are about to construct, whether it is private or commercial in nature, requires a construction plan.

If you are working with a contractor, and he/she is not applying for you, you will need to either have your contractor provide you with a plan (blueprints are ideal, but a detailed sketch with the information noted below to scale will be acceptable), or you will need to draw one or have one drawn.

The plan should indicate what materials will be used...and where. Indicate how these materials are to be used, such as "#8 limestone, fill to depth of 6 inches in garage for base"...or "vinyl siding and soffits with 8 inch overhang."

#### **Providing a Site Plan**

A site plan can be hand drawn to scale on graph paper. You will need to identify the overall dimensions of your lot, including setback dimensions of buildings. This can be obtained by calling the Assistant Safety Service Director's Office at 419-683-3800, Ext. 225. Be sure to verify the Zoning Code at this time. Another way to get the required dimensions is to refer to your property tax statement.

Indicate directions (lay of the land), all present buildings, frontages, sidewalks, fences, driveways, and other city controlled easements that you know of. Is the building going to be located in a flood plain area? Then indicate your proposed activity:

- New Home
- Garage
- Alteration of existing structure
- Addition

Indicate approximate distances from property boundaries to your activity.

## **Building Permit**

FEE	See Fee List.
NEEDS	Construction Plan, Site Plan, Material List.

Any permanent structure to be built or structurally altered requires a building permit. **For all commercial projects contact the Richland County Building Codes and Regulations office at 419-774-5517.**

Residential examples requiring a building permit include home or garage construction, porch, deck, room additions and alterations. Modular home placement requires a building permit along with applicable permits needed for "stick construction" homes.

Residential structural alterations requiring a building permit include moving walls, moving or adding a doorway or window, or changing the width of any of these that require a new support header. Replacement windows do not require a permit as long as the current window opening is not made larger. Replacing or adding siding or shingles does not require a permit. Do not touch any area around a meter until you contact the appropriate utility. For remote readers, contact the Water Department before touching.

If in doubt about whether your work requires a building permit, please call the Assistant Safety Service Director at 683-3800, Ext. 225.

Retain your building permit during the entire construction or alteration process. Post it in a window visible from the street.

If your proposed activity does not conform to the zoning ordinance, you may submit an appeal for a variance to the Board of Zoning Appeals.

## **Inspection:**

- Footer (prior to pouring footer, placing poles or for trailer pads)
- Rough-In (upon completion, but before use or occupancy)
- Final

Note: It is your responsibility to call the City Administration Office at 419-683-3800 to arrange inspections at least 48 hours before footer and rough-in inspection is needed, and at least seven days before final inspection is needed.

## **Other permits you may need**

- Electrical •Zoning
- Street Cut • Plumbing
- Site Plan Permit •Water Hookup
- Sanitary & Storm Sewer
- Driveway or Curb Cutting
- Flood Hazard Development Permit Application.

## **Plumbing Permit**

FEE .....	\$10 + \$1.50 per trap
NEEDS .....	Construction Plan or Plumbing Drawing

A residential plumbing permit is required for all new construction involving plumbing. Renovations that involve new plumbing also require a permit. An example is the addition of a second bathroom in your home. This would require a plumbing permit even if that bathroom will occupy existing space. However, moving existing plumbing or replacing existing pipe, (example: changing from galvanized to plastic) does not require a permit. If you are in doubt as to whether your plumbing change requires a permit, please call the Assistant Safety Service Director's

office at 419-683-3800, Ext. 225.

**Inspection:**

- Rough-in (before pipes are covered by insulation or drywall).
- Final (upon completion, but before use or occupancy).

Note: It is your responsibility to call the City Administration office at 419-683-3800 for inspections at least 48 hours before rough-in inspection is needed, and at least seven days before final inspection is needed.

*\*Commercial projects will be inspected by the Richland County Building Department.*

**Other permits you may need:**

- Building Permit
- Electrical
- Sanitary & Storm Sewer
- Water Hookup
- Flood Hazard Development Permit Application.

**Water Hook-up**

FEE .....See Fees List on Page 11.  
NEEDS .....No plan or drawing needed.

Installing water service to a new or existing building requires a permit. There is no charge for the permit. However, there is an installation fee.

First, complete a Water Service Application at the Assistant Safety Service Director's office. You must specify the size of water tap and water meter request-ed. After the application is processed, the exact fee will be determined.

**Inspection:**

None

**Other permits you may need:**

- Building • Street / Alley Cut
- Plumbing • Sanitary & Storm Sewer

**Alley/Street Cut**

FEE .....Minimum of \$100.00

This permit is required prior to an individual or contractor tearing up a street or alley. It is normally needed when storm or sanitary sewers are installed.

Water hook-ups are handled by the City Water Department and usually do not require street tear-up.

Public utility companies are not required to obtain a permit, but are required to notify both the police and fire departments if roadway use is interrupted for an extended period of time. Individuals or contractors are also required to provide the same notification if street or alley use will be interrupted for a period of time.

While utility companies are required to repair the road surface to its original state, Street/Alley Cut Permits, require individuals or contractors to only properly back-fill and compact the damaged area using a specific material. The fee covers the cost of the city repairing the final paving.

You will be given instructions on proper back-fill at the time you obtain the permit. Street/Alley Tear-Up Permits can be obtained for the City Administration Office, 100 N. Seltzer St., 419-683-3800, Ext. 225.

**Inspection:**

None

**Other permits you may need:**

- Curb Cut • Water Hookup

- Sanitary & Storm Sewer
- Flood Hazard Development Permit Application.

**Storm Sewer**

FEE .....\$150.00  
 NEEDS.....Plan or drawing not needed.

A storm sewer permit is required in order to hook-up an existing storm sewer for either residential or commercial use. Storm sewers are used to transport downspout water, sump pump discharge, footer and field tile run-off. See Sanitary Sewer section for all others.

A storm sewer hook-up is the owner/contractor's responsibility. Contact the City Administration Office at 419-683-3800, Ext. 225 to obtain a permit.

**Inspection:** See Sanitary Sewer

**Sanitary Sewer**

FEE.....\$150 inside city limits

A sanitary sewer permit is needed in order to hook-up an existing sanitary sewer line. This permit, for either residential or commercial hook-up, must be obtained from the City Administration Building, 100 N. Seltzer St., Assistant Safety Service Director's Office. 419-683-3800, Ext. 225.

A sanitary sewer hookup is the property owner's responsibility. A licensed contractor is not required, but we strongly urge the services of an experienced contractor be obtained. It is the owner/contractor's responsibility to contact the sewer department to arrange for inspection before the hook-up is covered.

It is illegal to connect downspouts, sump pumps, or foundation drainages to a sanitary sewer system.

**Inspection:**

For both Storm and Sanitary Sewers.

- Tap inspection (before the hole is covered)

Note: It is your responsibility to arrange an inspection by contacting the Assistant Safety Service Director at 419-683-3800, Ext. 225.

**Other permits you may need:**

- Building Permit • Street / Alley Cut

Plumbing Permit • Water Hookup

**Driveway Permits**

CURB CUTTING FEE .....\$25.00  
 DEPOSIT .....\$75.00  
 NEEDS .....Site Plan

This permit requires no fee, but you need to obtain a permit at the Assistant Safety Service Director's office, 100 N. Seltzer St., 419-683-3800, Ext. 225.

You will be provided with the proper specifications for the driveway project for your area.

A drive being resurfaced from gravel or asphalt to concrete requires a permit. However, a driveway being resurfaced in asphalt does not.

A curb cutting permit is required only if the new or widened drive requires cutting of the existing street curb. Both the Driveway and Curb Cutting Permits can be obtained from the Assistant Safety Service Director, 100 N. Seltzer St., 419-683-3800, Ext. 225.

**Inspection:** See Sidewalk Permit

## **Sidewalk Permit**

FEE .....None  
NEEDS .....No plan or drawing needed.

This permit requires no fee, but you need to obtain a permit at the Assistant Safety Service Director's office, 100 N. Seltzer St., 419-683-3800, Ext. 225.

You will be provided with the proper specifications for the sidewalk project for your area.

### **Inspection:** Both Driveway and Sidewalk

- Before concrete is poured
- Final (upon completion or before use)

Note: It is your responsibility to call the Assistant Safety Service Director's Office at 419-683-3800, Ext. 225, at least 48 hours before concrete is to be poured.

### **Other permits you may need:**

- Flood Hazard Development Permit Application.

## **Pool Construction**

FEE ..... \$10  
NEEDS .....Material List (Fencing)

A Pool Permit is needed for a pool over one and one-half feet in depth, including installation of an above ground pool or construction of a permanent in-ground pool.

Set-back requirements are generally the same as those for any permanent structure. Pools are required to be protected from children accidentally accessing the area.

A minimum of 5 foot high fencing is required to in-ground pools, while railing and lock-up ladders are normally sufficient for above-ground pools.

The fencing needs of your particular installation can be reviewed when you apply for your permit. Contact the Assistant Safety Service Director, 100 N. Seltzer Street, 419-683-3800, Ext. 225.

### **Inspection**

None

### **Other permits you may need**

- Fence • Electrical
- Plumbing • Driveway
- Sanitary & Storm Sewer
- Flood Hazard Development Permit Application.

## **Fence Permit**

FEE.....None  
NEEDS .....Site Plan & Material List

A fence permit is required any time you plan to construct, alter, replace or reconstruct a fence on your property.

All fences must be set back two (2) feet from property line.

Fences must not exceed six (6) feet in height.

No fence or screening device which fences the front yard shall be in excess of four (4) feet.

In front yards, 20% of fence area must be gated. Fencing material must be durable, weather resist-ant, rust proof and properly maintained.

The fence side must face the outside of the property being fenced.

Materials cannot be injurious (barbed wire, spikes or charged with electrical current).

It is wise to review your plans with the Assistant Safety Service Director, 100 N. Seltzer Street, 419-683-3800, Ext. 225.

**Inspection:**

None

**Other permits you may need:**

- Flood Hazard Development Permit Application.

**Demolition Permit**

FEE .....\$25  
NEEDS .....Property Deed

Any structure or outbuilding to be dismantled or removed from a property is considered a demolition and requires a Demolition Permit, which can be obtained from the Assistant Safety Service Director's Office at 100 N. Seltzer Street, 419-683-2400, Ext. 225.

When a sanitary sewer is in the building, after cap-ping, you need to call the Water/Sewer Administration Department at 419-683-3800 for an inspection.

When applying for a permit, you need to provide a copy of your property deed.

**Inspection:**

Call the Water/Sewer Department, 419-683-3800, if capping an existing sanitary sewer.

**Other permits you may need:**

- Flood Hazard Development Permit Application.

**New Commercial Business**

**I'm planning to open a store in town - what do I do first?**

Come to the Assistant Safety Service Director's office at the City Building, 100 N. Seltzer Street. Bring the address of the proposed business. We will...

- Check the zoning in the district.
- Set up a convenient time for the utility transfer inspection.
- Issue or deny zoning permit ten days after the application is received.
- Provide you with information on obtaining State Commercial Building Permit if remodeling must be done at your location.
- Provide you with any other information as need-ed.

**Other permits you may need:**

Flood Hazard Development Permit Application

**What if I'm opening a business in my home?**

Come to the Assistant Safety Service Director's office. We will decide whether your business is considered commercial. This decision will be based on whether or not the public will be frequenting your home and if you are limiting the handicapped. A hair salon is an example of a business inviting the public inside. If it is determined your business is commercial, you will need to follow the above steps.

**Parks & Recreation**

**Rentals**

Kelly Park Pavilion	\$3.00
Hamilton Park Pavilion:	\$3.00

Gazebo	No charge
Golden Age Center	\$50 + \$25 Deposit

Reservations for use of any of the above facilities must be made at the City Administration Office, 100 N. Seltzer Street, 419-683-3800.

## **Swimming Pool**

This year the Crestline Pool will be managed by the City of Crestline, our goal is to increase the amount of its use by presenting a clean, safe and full service aquatic center.

### **Hours of Operation**

June 5 thru August 22, 2009  
Monday through Saturday  
12:00 noon to 7:00 pm  
Sundays  
1:00 pm through 5:00 pm

### **Season Pass Information**

Passes are available at the Crestline City Hall. Applications must be filled out with payment due in full at the time of registration. Please make checks payable to the City of Crestline Municipal Pool. Send mail-in registration to the City of Crestline Pool, 100 N. Seltzer Street, Crestline, OH 44827. Season pass cards will be available before June 11 at the City Hall and after June 5 at the Crestline Pool.

#### Season Pass

Youth (under 18 years)	\$50.00
Adult (18yrs. & Older)	\$55.00
Family (immediate family & children under 18)	\$105.00

#### Daily Admission

Youth (under 18 years)	\$3.00
Adult (18yrs. & Older)	\$3.00

### **Rental Information**

The Crestline Pool is available for rental during the week and weekends. Please contact the City of Crestline City Hall at 419-683-3800 for more information and reservations. Rental fee is \$100.00 for a two hour period this includes lifeguard fees. No Alcohol is allowed

## **Comprehensive Fees List**

### **Zoning Related**

Zoning Permit	\$25.00
Residential Site Permit	\$100.00
Residential Zoning Permit	\$25.00

### **Building Permits**

New Construction	
*\$0 - \$100,000	\$100.00
*\$100,000 - \$150,000	\$150.00
*\$150,000 - \$200,000	\$200.00
Alteration, Addition or Garage*	\$ 25.00
Deck/Porch	\$ 25.00
Demolition	\$ 25.00
Storage Shed	No Fee

*\*Indicates Residential Site Permit is required.*

Residential Site Permit	\$100.00
Plumbing Permit	\$10 + \$1.50 per trap
Sanitary Sewer Hook-up	
•with inspection inside city limits	\$275.00
•with inspection outside city limits	N/A
Storm Sewer Hook-up & inspection	Included
**Curb Cut - Driveway Permit	\$100.00
Fence Permit	No Fee
Pool Permit	\$10.00
Demolition Permit	\$5.00

*\*\*Cost of labor and materials with a minimum fee of \$100. Requires itemized statement of cost of all material and labor used for cutting through and replacing backfill and surface pavement.*

### **Water, Utility Related**

Meter Bottom (freeze plate)	\$10.00
Service Reconnect	\$35.00

### **WATER SERVICE CHARGES**

Water tap 3/4" or less	
Inside city	\$700.00
Outside city	\$1,400.00
New tap size over 3/4"	
Inside city	Cost of labor & materials + 10%**
Outside city	Cost of labor & materials + 25%**

*\*\*Requires itemized statement of cost of all materials and labor to make the tap.*

### **SEWER FEES**

Storm Sewer Hook-up Tap Charge	\$150.00
New Sanitary Sewer Hook-up Tap Charge	\$150.00
Connection into existing sanitary sewer	\$150.00

### **Flood Hazard Development Application**

The City of Crestline participates in the National Flood Insurance Program. The City has the responsibility to both administer and enforce their flood damage prevention regulations. Upon joining the NFIP the federal government (through FEMA) agrees to make federal flood insurance available in exchange for the community's commitment to administer and enforce its regulations.

The primary goal for enforcement is achieving compliance with floodplain regulations including the remedy of any violations.

All development in identified flood hazard areas requires a local permit. "Development" is defined in Ordinance 1923 as "any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures...filling, grading, paving, excavation...or storage of equipment and materials." A flood hazard development application is also required for repairs, additions, or improvements to existing structures in identified flood hazard areas.

All building applications, site plans, zoning and other permits as describe within this booklet are subject to review with the City of Crestline Building Code. The City of Crestline has adopted the 2006 Residential building Code and does contain basic requirements for making sure a building is flood resistant.

### **MISCELLANEOUS**

Solicitors Permit  
Taxi License, per operator  
Park Rental (Kelly or Hamilton) Gazebo Rental  
Golden Age Center Rental Refundable Deposit Returned check fee  
Automatic bill payment