

EFFECTIVE : May 11, 2018  
**COMMERCIAL INSPECTIONS OF PLANS FEES CALCULATION SCHEDULE**

**NEW BUILDING, ADDITIONS, CHANGE OF OCCUPANCY OR ALTERATIONS OF EXISTING BUILDING**

NOTE: Fees for alterations or change of occupancy is based on the gross actual areas affected by the alteration or change of occupancy which may extend beyond the limits of construction.

CHECK APPROPRIATE FLOOR(S) TOTAL GROSS SQ. FT. PER FLOOR

|   |  |
|---|--|
| A. BASEMENT   |  |
| B. FIRST FLOOR  |  |
| C. 2, 3, 4, 5, (CIRCLE NO.)   |  |
| D. ADDITIONAL FLOORS  |  |
| TOTAL SQUARE FEET OF A+B+C+D (Use This Total to Compute Fees) _____ |  |

TOTAL  
**PERMIT FEE  
 FOR ITEMS  
 LISTED BELOW:** \_\_\_\_\_

**I. GENERAL BUILDING PLANS: (Including Moving of Buildings)**

|    |  |    |                      |
|----|--|----|----------------------|
| A. | \$275.00 BASE FEE (Temp pole not included) | \$ |                      |
| B. | \$ 10.50 PER 100 SQUARE FEET (Gross Area)  | \$ |                      |
| C. | \$ 65.00 CERTIFICATE OF OCCUPANCY          | \$ |                      |
| D. | \$250.00 FOOTER/FOUNDATION ONLY            | \$ |                      |
| E. | \$100.00 SPECIAL INSPECTION                | \$ |                      |
| F. | \$150.00 TEMPORARY STRUCTURE               | \$ |                      |
|    |  |    | } SUB TOTAL _____    |
|    |  |    | } 3% SURCHARGE _____ |
|    |  |    | } TOTAL _____        |

**II. ELECTRICAL PLANS:**

|    |   |    |                      |
|----|---|----|----------------------|
| A. | \$275.00 BASE FEE                           | \$ |                      |
| B. | \$ 6.50 PER 100 SQUARE FEET (Gross Area)    | \$ |                      |
| C. | \$ 0.25 /AMP PER SERVICE (Min. Fee \$25.00) | \$ |                      |
| D. | \$ 75.00 TEMPORARY SERVICE                  | \$ |                      |
| E. | \$100.00 SERVICE TO INDUSTRIALIZED UNIT     | \$ |                      |
| F. | \$100.00 SERVICE CHANGE ONLY – PLUS .25/AMP | \$ |                      |
| G. | \$100.00 SERVICE ON A POLE – PLUS .25/AMP   | \$ |                      |
| H. | \$100.00 SERVICE FOR SIGNS – PLUS .25/AMP   | \$ |                      |
| I. | \$275.00 BASE FEE FIRE ALARM SYSTEM         | \$ |                      |
| J. | \$ 6.50 PER DEVICE FOR FIRE ALARM SYSTEM    | \$ |                      |
| K. | \$100.00 ADDING CIRCUITS FOR EQUIPMENT ONLY | \$ |                      |
| L. | \$100.00 METER RECONNECTION ONLY (NO AMPS)  | \$ |                      |
| M. | \$100.00 SPECIAL INSPECTION                 | \$ |                      |
|    |   |    | } SUB TOTAL _____    |
|    |   |    | } 3% SURCHARGE _____ |
|    |   |    | } TOTAL _____        |

**III. HVAC AND MECHANICAL PLANS:**

|    |   |    |                      |
|----|---|----|----------------------|
| A. | \$275.00 BASE FEE                             | \$ |                      |
| B. | \$ 6.50 PER 100 SQUARE FEET (Gross Feet)      | \$ |                      |
| C. | \$150.00 PER KITCHEN EXHAUST HOOD             | \$ |                      |
| D. | \$150.00 BOILER AND HVC REPLACEMENT           | \$ |                      |
| E. | \$150.00 EXTEND DUCTWORK FROM EXISTING SYSTEM | \$ |                      |
| F. | \$150.00 ADDING A/C TO EXISTING SYSTEM        | \$ |                      |
| G. | \$100.00 SPECIAL INSPECTION                   | \$ |                      |
|    |   |    | } SUB TOTAL _____    |
|    |   |    | } 3% SURCHARGE _____ |
|    |   |    | } TOTAL _____        |

**IV. SPRINKLER/FIRE SUPPRESSION SYSTEM:**

|    |   |    |                      |
|----|---|----|----------------------|
| A. | \$275.00 BASE FEE                                 | \$ |                      |
| B. | \$ 6.50 PER 100 SQUARE FEET (All Supressed Areas) | \$ |                      |
| C. | \$175.00 BASE FEE (Limited Area Sprinklers)       | \$ |                      |
| D. | \$100.00 BASE FEE (Hood Suppression System)       | \$ |                      |
|    |   |    | } SUB TOTAL _____    |
|    |   |    | } 3% SURCHARGE _____ |
|    |   |    | } TOTAL _____        |

**V. INDUSTRIALIZED UNIT PLANS:**

|    |  |    |                      |
|----|--|----|----------------------|
| A. | \$200.00 BASE FEE                        | \$ |                      |
| B. | \$ 1.75 PER 100 SQUARE FEET (Gross Area) | \$ |                      |
| C. | \$ 65.00 CERTIFICATE OF OCCUPANCY        | \$ |                      |
|    |  |    | } SUB TOTAL _____    |
|    |  |    | } 3% SURCHARGE _____ |
|    |  |    | } TOTAL _____        |

**VI. CHANGE OF OCCUPANCY AND CERTIFICATE: (Existing Building)**

- A. \$250.00 BASE FEE \_\_\_\_\_
- B. \$ 65.00 CERTIFICATE OF OCCUPANCY \_\_\_\_\_

SUB TOTAL \_\_\_\_\_  
3% SURCHARGE \_\_\_\_\_  
TOTAL \_\_\_\_\_

**VII. STORAGE OR ACCESSORY BUILDING:**

(EXEMPT 120 SQUARE FEET OR LESS (CODE))

- A. \$ 75.00 (121 SQUARE FEET TO 200) \_\_\_\_\_
- B. \$125.00 (201 SQUARE FEET TO 400) \_\_\_\_\_
- C. OVER 401 SQUARE FEET SEE BUILDING FEE SCHEDULE \_\_\_\_\_

SUB TOTAL \_\_\_\_\_  
3% SURCHARGE \_\_\_\_\_  
TOTAL \_\_\_\_\_

**VIII. DEMOLITION OR MOVING OF BUILDINGS OR STRUCTURES**

- A. \$125.00 BASE FEE (Including Basement and Cellar) \_\_\_\_\_

TOTAL \_\_\_\_\_

**IX. SIGNS: (Identification and Advertising)**

- A. \$ 0.75 FOR EACH SQUARE FOOT OF SIGN FACE AREA  
(Minimum Fee \$50.00) \_\_\_\_\_

SUB TOTAL \_\_\_\_\_  
3% SURCHARGE \_\_\_\_\_  
TOTAL \_\_\_\_\_

**X. LATE FEE: (For filing application after work has started)**

- A. EQUAL TO 25% THE NORMAL FEE FOR SUCH PERMIT \_\_\_\_\_

TOTAL \_\_\_\_\_

**XI. PRELIMINARY PLAN EXAMINATION OR SPECIAL EVALUATION OF PRODUCTS AND MATERIALS**

- A. \$130.00 PER HOUR TIMES \_\_\_\_\_ HOURS \_\_\_\_\_

TOTAL \_\_\_\_\_

**XII. REINSPECTION FEE:**

- A. \$150.00 PER SCHEDULED ITEM  
(NOT READY OR FAILED INSPECTIONS) \_\_\_\_\_

SUB TOTAL \_\_\_\_\_  
3% SURCHARGE \_\_\_\_\_  
TOTAL \_\_\_\_\_

**XIII. SPECIAL COMMERCIAL PROJECT (FEES)**

- A. SEE SUPPLEMENTAL FEE SCHEDULE \_\_\_\_\_

**XIV. FLOOD PLAIN DAMAGE PREVENTION PERMIT**

- A. SPECIAL DEVELOPMENT (BUILDING) PERMIT - \$50.00 \_\_\_\_\_
- B. SPECIAL DEVELOPMENT (SITE) PERMIT - \$125.00 \_\_\_\_\_

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MAKE CHECKS PAYABLE TO: OTTAWA COUNTY BUILDING INSPECTION DEPARTMENT  
315 MADISON STREET, ROOM 104  
PORT CLINTON, OH 43452  
PHONE: (419) 734-6767 FAX: (419) 734-6853  
OTTAWA COUNTY RESIDENTS ONLY: 1-800-788-8803

FOR APPEALS TO THE OHIO BOARD OF APPEALS,  
THE FEE IS \$100.00 PER APPEAL AND MAILED  
DIRECTLY TO THE STATE OF OHIO.