

City of New Philadelphia

Commercial Building Permit Application



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Building Permit Application

Thank you for applying for a New Philadelphia Building Permit. All information needed to complete the application is contained in this packet.

Do I need a Building Permit?

The property owner is responsible for obtaining a building permit. Building permits within the City of New Philadelphia are required for most projects except for roofs, windows, gutters/downspouts, and interior work; however, for any commercial project you will first need to contact the East Central Ohio Building Authority (ECOBA) to obtain proper permitting through them. If you are unsure whether you need a permit through the City, please call the Service Director's Office at 330-364-4491 ext. 1275.

What is the East Central Ohio Building Authority (ECOBA)?

ECOBA is a local building department that is certified by the State of Ohio Board of Building Standards that has been created to enforce the Ohio Building Code for all commercial and industrial buildings. ECOBA can be reached at 330-364-3164 or online at the following link: <https://www.ecohba.com/>.

ECOBA permitting is required to construct, enlarge, alter, repair, move, or change the occupancy of a building or structure or portion thereof, or to erect, install, enlarge, alter, repair, remove, convert, or replace any electrical, gas, mechanical, plumbing system, or other building service equipment, or piping system. The ECOBA permit number must be provided on the building permit. If you have spoken to ECOBA and they have told you that a permit is not required, you must sign the application on the appropriate line stating that you have spoken to them and were told that a permit is not needed.

How long will it take for my permit to be approved?

Usually, it takes 5 to 7 business days for a permit to be approved but it could take longer depending on the availability of the Service Director or Code Administrator and whether the Water and Wastewater Superintendents need to review the application.

How much does it cost?

New commercial construction is \$225.00 while commercial upgrades are \$125.00. Lot splits and lot combines are \$40.00 each. All fees are nonrefundable.

Does my permit expire?

Commercial building permits must be started within six months of the approval date and finished within two years, otherwise you will need to apply for a new permit.

Are there any rules I must follow?

Yes, there are certain requirements that must be met before your building permit will be approved according to the **zoning district** where your property is located, including **setbacks** and **lot coverage**. It is also important to note that you cannot build across property lines. For example, if you own two lots and want to put a fence across both lots, you will not be allowed to do that without first combining the lots together. Also, let's say you own two lots and would like to construct a commercial structure across the property line of both lots. This will also not be permitted until the lots are combined because you cannot build across property lines.

How do I find out my property's zoning district?

The City's zoning map can be found online at: <http://www.newphilaoh.com/downloads/new-phila-zone-map.pdf> or you may call the Service Director's Office at 330-364-4491 ext. 1275.

What are the setback requirements?

Setback requirements are based on your property's zoning district and are measured from your property line. The following are the setback requirements for each zoning classification:

Residential & Office Zones

Front Setback – 25 feet unless it's for a garage or carport, then the setback is 20 feet.

Side Setback – 5 feet unless you're located next to an alley, then you must stay 10 feet back to prevent obstruction of view.

Rear Setback – 5 feet unless you're located next to an alley, then you must stay 10 feet back to prevent obstruction of view.

Corner Lot Setback – If you have a corner lot, the setback is 25 feet off both streets. Please note that while a fence can be placed on a corner, the maximum height can be only 3.5 feet for 25 feet in each direction from the corner to prevent obstruction of view.

**Driveway setback for a garage or carport is 20 feet*

Business & Industrial Zones

Front Setback – 25 feet unless it's for a garage or carport, then the setback is 20 feet. If the lot faces an alley, the setback is 10 feet.

Side Setback – None

Rear Setback – None

Corner Lot Setback – If you have a corner lot, the setback is 25 feet off both streets. Please note that while a fence can be placed on a corner, the maximum height can be only 3.5 feet for 25 feet in each direction from the corner to prevent obstruction of view.

**Driveway setback for a garage or carport is 20 feet*

Business B Zone

Front Setback – 50 feet unless it's for a garage or carport, then the setback is 20 feet. If the lot faces an alley, the setback is 10 feet.

Side Setback – 5 feet

Rear Setback – 5 feet

**Driveway setback for a garage or carport is 20 feet*

Central Business Zone

Front Setback – None

Side Setback – None

Rear Setback – None

**Driveway setback for a garage or carport is 20 feet*

What is lot coverage and how do I calculate it?

Certain zoning districts have a maximum allowable lot coverage which cannot be exceeded. For our Residential District, the maximum lot coverage is 33 percent. Our Office District has a maximum lot coverage of 50 percent, while our Business B District has a 60 percent maximum. Lot coverage does not apply to properties located in Central Business, Industrial, and Business districts.

To determine lot coverage, you need to add the total first floor square footage of all improvements on your lot along with the square footage of the new structure you are adding and divide it by the total square footage of your lot. Concrete does not count against your lot coverage at the present time.

How do I find out the square footage of my lot and improvements?

The Tuscarawas County Auditor's website has information regarding everything about your property from the square footage of the improvements to the size of your lot. Here is the link to the owner search: <http://auditor.co.tuscarawas.oh.us/Search/Owner>. Type your name in the appropriate boxes and then hit enter. If you own several properties, you will need to find the correct address and click on the parcel which you are applying for a permit. Then, on the lefthand side, click on "Land." You will see a section that says "Dimensions." Multiply the calculation listed to determine the square footage of your lot. Sometimes, two or more calculations will be listed for oddly shaped lots. Simply multiply all calculations and add together for the total lot square footage.

Likewise, if you click on "Sketch" you will see the square footage of all improvements located on your lot. Use this total to divide by your lot square footage. This will indicate a decimal which converts to your lot coverage percentage.

You can also map your parcel from this page by clicking on "Map this Parcel."

Are there height restrictions?

Comparable to our lot coverage section, several zoning districts have height restrictions. Residential and Office zones have a maximum height of 45 feet, while Business and Business B zones have a maximum height of 60 feet. Industrial and Central Business zones do not have any height restrictions.

What information do I need to provide with my commercial building permit application?

All commercial permit applications need to have an ECOBA number or a signature stating that you have talked to ECOBA and a permit is not needed. Plans for the proposed construction and a site map must be included with all setbacks marked.

For fences, you will need to draw the area you will be fencing in on a site map of your property where the fence will be constructed.

What do I need to know about lot splits and lot combines?

Lot splits and combines must be approved through the City before being taken to the County for recording. For a lot split, the minimum lot size is 6,500 square feet with 50 feet of road frontage. You cannot split a piece of land from a parcel and leave it landlocked; it must be combined with another parcel which has road frontage. You will need to supply a legal description, survey plat map, and deed(s) with your permit application. A title agency can help you with the process.

What if my permit application is denied?

If your permit has been denied, you have the right to appear before the Board of Zoning Appeals to request a variance for a \$35.00 fee; however, you must prove a hardship to the Board as to why you need the variance request.

What do I do after my permit has been approved?

After your permit has been approved by the Service Director or Code Administrator, you will receive a call from this office letting you know you can pick up your permit. You will be provided with a small sign that must hang in a window that is viewable from the street until the work is complete, at which time you may then throw the sign away.

Additional Information

Additional information has been provided below each section on the permit which cites specific ordinances. The codified ordinances for New Philadelphia can be found on our website at the following link: <https://www.newphilaoh.com/downloads/Complete-Codified-Ordinance.pdf>. Zoning information is found under Part 11 which ranges from Pages 1017 through 1119. Part 11 is divided into Chapters. You may use the Bookmarks tab on the right side of the screen (second icon down and looks like a little ribbon icon) to make navigation easier.

If you have any additional questions that have not been addressed by the information provided, please do not hesitate to reach out to the Service Director's Office at 330-364-4491 ext. 1275. We are open Monday through Friday from 8am until 4:30pm except for major holidays.



City of New Philadelphia

150 E High Avenue
New Philadelphia, OH 44663

For Office Use Only

Permit No. _____
Date: _____
Fee: _____
ECOBA No: _____
Lot Coverage: _____
Setbacks Met: _____
BOA: _____

COMMERCIAL BUILDING PERMIT APPLICATION

All fees are nonrefundable per Ordinance 1153.02(d). Please make checks payable to the City of New Philadelphia. Projects must be started within six months and completed within two years of the approval date of this application per Ordinances 1141.03(a) & (b).

Property Information

Property Address: _____	Parcel No.: _____
Lot Number: _____	Flood Zone: <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, a flood study may be required.)
Zoning: <input type="checkbox"/> Residential <input type="checkbox"/> Office <input type="checkbox"/> Business <input type="checkbox"/> Business B <input type="checkbox"/> Central Business <input type="checkbox"/> Industrial	

ECOBA Information

All improvements to commercial properties are required to get approval from the East Central Ohio Building Authority prior to applying for a building permit within the City. ECOBA can be reached at 330-364-3164.	
ECOBA No: _____	I certify that I have spoken to ECOBA and have been informed that I do not need a permit at this time.
Signature	Date

Owner Information

Owner's Name: _____	Phone No.: _____
Address: _____	
Email: _____	

Lessee Information

Lessee's Name: _____	Phone No.: _____
Address: _____	
Email: _____	

Architect/Engineer Information

Name: _____	Phone No.: _____
Address: _____	

General Contractor Information

Name: _____	Phone No.: _____
Address: _____	

Water/Sewer Contractor Information

Name: _____	Phone No.: _____
Address: _____	
City Plumbing License No. _____ (The contractor must be licensed within the city before performing work here per Ordinance 1313.01.)	
Approval Signature of NP Water Superintendent: _____	Date: _____
Approval Signature of NP Wastewater Superintendent: _____	Date: _____

New Commercial Construction - \$225.00 fee per Ordinance 1309.01(a)

	Project Cost	Size (square footage)	Height (linear feet)	Lot Coverage Checked?	Setbacks Met?
Hotel/Motel	\$ _____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Hospital/Medical Office	\$ _____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Gast Station	\$ _____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Industrial	\$ _____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Storage Building	\$ _____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Office	\$ _____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
School	\$ _____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Retail	\$ _____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Commercial Garage	\$ _____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other: _____	\$ _____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

*Total lot coverage cannot exceed 33% in a residential zone per Ordinance 1161.04, 50% in an office zone per Ordinance 1163.04, and 60% in Business B zone per Ordinance 1167.12(e). To find the lot coverage percentage, divide the total square footage of all improvements under roof by the total lot square footage. Setback requirements must also comply with the specific ordinance to the zoning section. If you answered no to either of the questions above, the permit will not be granted but you have the option to appear before the Board of Zoning Appeals to request a variance.

*A Water Application must be filled out and turned in with all new residential construction. Water Applications can be obtained at the Service Director's office.

*Per Ordinance 907.03, building numbers shall be conspicuously displayed at the front of every house, residence, factory, workshop, or place of business, in numerals large enough to be easily distinguished from the thoroughfare in front of the premises.

Commercial Upgrade Information - \$125.00 fee per Ordinance 1309.01(a)

Fencing & Siding

	Project Cost	Length	Height
Wood	\$ _____	_____	_____
Vinyl	\$ _____	_____	_____
Chain Link	\$ _____	_____	_____
Aluminum	\$ _____	_____	_____
Siding	\$ _____	_____	_____

*A fence can be placed along the property line per Ordinance 1153.03(b)(4). The exception to this is if it is a corner lot in which case the fence can only be 3.5 feet tall 25 feet in each direction from the corner to prevent obstruction of view. The City does not mark property lines. You must contact a surveyor if you have any questions regarding your property line locations.

Structures

	Project Cost	Size (square footage)	Height (linear feet)	Lot Coverage Checked?	Setbacks Met?
Addition	\$			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Garage	\$			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Decking	\$			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other: _____	\$			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

*Total lot coverage cannot exceed 33% in a residential zone per Ordinance 1161.04, 50% in an office zone per Ordinance 1163.04, and 60% in Business B zone per Ordinance 1167.12(e). To find the lot coverage percentage, divide the total square footage of all improvements under roof by the total lot square footage. Setback requirements must also comply with the specific ordinance to the zoning section. If you answered no to either of the questions above, the permit will not be granted but you have the option to appear before the Board of Zoning Appeals to request a variance.

Concrete

	Project Cost	Size (square footage)	Length	Width
Parking Lot	\$			
Sidewalk	\$			
Driveway	\$			
Curb	\$			
Curb Cut	\$			
Other: _____	\$			

*Concrete work does not count against lot coverage at the present time.

Additional Information

If there is any additional information you would like to explain about your project, please do so below:

Applicant Certification Statement

I hereby declare, under the penalties provided by the zoning ordinance for violations thereof, that the statements made relative to the above project(s) described in this application for a Building Permit are, to the best of my knowledge and belief, true and correct. I acknowledge that the project(s) described herein will be started within six months of approval of this application and completed within two years per Ordinances 1141.03(a) & (b), otherwise a new building permit be obtained. I understand if the lot coverage exceeds the maximum amount under the zoning classification or if setback requirements have not been met, my application will not be approved. I also understand that if my permit application is rejected by the Service Director or Code Administrator, I have the right to appear before the Board of Zoning Appeals for a \$35.00 fee per Ordinance 1309.01, but I must prove a hardship as to why I am asking the Board for a zoning variance request.

Print Name

Applicant's Signature

Date

Review by Service Director or Code Administrator

<p>Approved</p> <p>Your Building Permit has been approved. Work must be started within six months and completed within two years of the date below or a new permit will be needed.</p>
<p>Signature of Service Director or Code Administrator</p>
<p>Date</p>

<p>Rejected</p> <p>Your Building Permit has been rejected for the following reason:</p> <p> <input type="checkbox"/> Lot Coverage <input type="checkbox"/> Setbacks <input type="checkbox"/> Permitted Use </p> <p> <input type="checkbox"/> Other: _____ </p> <p>Ordinance: _____</p>
<p>Signature of Service Director or Code Administrator</p>
<p>Date</p>

Board of Zoning Appeals - \$35.00 fee per Ordinance 1309.01(a)

<p>Please state the reason you are requesting a variance: _____</p>	
<p>_____</p>	
<p>Signature of Applicant</p>	<p>Date</p>
<p> <input type="checkbox"/> \$35.00 Fee Paid <input type="checkbox"/> Hardship Proven <input type="checkbox"/> Variance Granted <input type="checkbox"/> Variance Denied </p>	<p>_____</p> <p>Signature of BoA Chairman/Acting Chairman</p> <p>_____</p> <p>Date</p>