



FAIRFIELD COUNTY BUILDING DEPARTMENT  
138 West Chestnut Street, Lancaster, Ohio 43130  
(740) 652-7110 [www.co.fairfield.oh.us](http://www.co.fairfield.oh.us)

## **Commercial Building Permit Application Requirements and Fee Schedule**

### **Authority**

The Building Department provides Fairfield County with inspection and enforcement to ensure safe structures. The standards applied are those of the Ohio Building Code (OBC). Authority to enforce the OBC was granted to Fairfield County effective January 1, 2006, by the State of Ohio, Department of Industrial Relations, Board of Building Standards, and by Board of Commissioners Resolution No. 05-08.30.e.

The OBC regulates all construction types and uses except for residential one, two and three family structures. Fairfield County Building Department enforces the OBC through its contract with its consultant who serves as Chief Building Official and provides plan review. The consultant serves as Administrator of the OBC Department for State of Ohio compliance purposes and makes all required inspections.

### **Application Requirements**

Please submit application and plans digitally by email to:  
**FCBuilding@fairfieldcountyohio.gov**

When submitting large files that cannot be emailed, please contact our office for special instructions.

1. Commercial building permit application
2. Digital plans, specifications, and site plans
3. Plan review non-refundable deposit of \$130.00

### **Permits Not Required**

Any remodeling product which does not include structural changes and includes like-for-like replacement in the same location do not require a permit, such as:

- Kitchen/Bath fixture replacement or remodeling
- Interior refinishing
- Door/Window replacement
- Roof/Gutter/Downspout repairs
- Driveway/Sidewalk repair, replacement, resurfacing
- Tuck-pointing and/or repair of exterior masonry
- Basement waterproofing

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## **Commercial Permits**

- Permits for new buildings, additions and renovations to existing buildings shall be issued to include only the work shown on the approved plans or specifications.
- Fees for new buildings, additions or renovations to existing buildings shall be based on floor or surface area to be computed by the Chief Building Official.
- All permits, approved plans, and inspection cards must be on site throughout the entire construction. It is the responsibility of the applicant to print out the stamped approved plans for onsite inspections.
- Certificates of Occupancy or Certificates of Completion will be issued after all final inspections are approved.
- All contractors must have a current registration with the Fairfield County Building Department.

The Fairfield County Building Department is not the only entity which may have jurisdiction over any project. We encourage all applicants to contact all applicable entities. A list of possible jurisdictions include:

- Various Townships and Villages in Fairfield County
- Fairfield County Health Department
- Fairfield County Engineers
- Water and/or Sewer Districts
- Fire Department and/or Fire Districts
- Fairfield County Regional Planning Commission

## **Fees**

Fees in accordance with the fee schedule or notice received during construction are due and payable upon receipt of approved plans or notice during construction.

A plan examination fee will be assessed according to the schedule and will cover the cost of plan reviews by the plan examiner. The non-refundable deposit will be applied toward the final permit fee.

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## FEE SCHEDULE

Permit Fees	Base Fee	Unit Rate Fee
General/Structural	\$200.00	\$8.00 per 100 sq. ft.
Electrical	\$200.00	\$5.00 per 100 sq. ft.
Fire Alarm System	\$200.00	\$5.00 per device
HVAC/Refrigeration	\$200.00	\$5.00 per 100 sq. ft.
Plan Review	\$80.00	Per hour. Mechanical, electrical, or fire protection plans submitted separately from plans for building permit.
Sprinkler/Fire Suppression	\$200.00	\$5.00 per 100 sq. ft.
Miscellaneous Fees	Fee	Description
Administrative	\$20.00	
After Hours Inspections	\$200.00	Per hour (min. 2 hours)
Annual Inspections	\$70.00	Where an inspection is required by the State or County
Certificate of Occupancy	\$75.00	Final Certificate
	\$250.00	60 Day Temporary Certificate
Contractor Registration	\$75.00	Contractor must provide a \$10,000 bond, completed forms, licenses, and all required documentation
Demolition	\$300.00	< 10,000 SF
	\$500.00	> 10,000 SF
Foundation Start	\$150.00	
Inspection Card Replacement	\$25.00	
Minor Work	\$120.00	Determined by the Chief Building Official
Occupancy or Change of Use	\$100.00	An inspection for compliance with or changing the use group or occupancy, with no work proposed which would otherwise require a building permit
Permit Renewal	\$60.00	After one year
Reinspection	\$70.00	Per occurrence
Temporary Electric Service	\$100.00	
Transfer	\$60.00	Per permit, per transfer
Variance from a Building Code Section	\$150.00	
Work Started Without a Permit	Double Fee	Assessed when work commences without a permit