CITY OF GERMANTOWN

One North Plum Street Germantown, OH 45327
937-855-7255 www.germantown.oh.us

COMMERCIAL BUILDINGS

ZONING PERMITS MUST BE APPROVED PRIOR TO BUILDING PERMITS

All new buildings and structures, alterations, additions, remodeling, demolitions, changes in use and other activities connected to construction or development require permits. If your project is not listed, please contact the Building Department, National Inspection Corporation (NIC) at 937-433-4642.

You will need to complete the following paper work completely and return it to the City Building, One North Plum Street, Monday-Friday, 8:00 a.m.-4:30 p.m. Deposit fees are required upon submission.

- Building Permit Application and four (4) sets/copies of plans for the project. All must be signed by an Architect/Engineer.
- Zoning Permit Application and five (5) copies of the site plan of the property.
- Additional permits may be required such as Sign Permits, Business Permits and Tap in Permits. Please inquire at the City Building about these applications, fees and requirements.

Once you submit your plans, they will be reviewed by the Germantown Fire Department, NIC, Zoning Department and, in some cases, the City Engineers. This process will take 15-20 days unless additional information is required. That information should be submitted at the City Building for NIC to pick up.

City Staff will contact you when both the Building Permit and the Zoning Permit are ready to be picked up. You must pay any fees (minus initial deposit) at that time. Zoning Permits are $50.00. Building Fees are determined by NIC and a 3% State Fee is charged for **ALL** Building Permits. The fees also include inspection costs and plan review. Checks payable to the City of Germantown or cash is accepted. All Zoning and Building Permits are valid for one (1) year.

You will be required to pay for inspections that fail after the third attempt on any one inspection type. This re-inspect fee must be paid at the City Building.

Required inspections will need to be scheduled with NIC after Job Site plans and copies of your Building and Zoning Permits have been picked up. When scheduling with NIC, you will need to provide the Permit Number which can be found at the top left of your Building Permit. The Job Site plans **MUST BE ON SITE FOR EACH INSPECTION**. NIC's office hours are Monday-Friday 8:00 a.m. -5:00 p.m. and you may also leave information on Voice mail after hours for inspection. Calls before 8:30 a.m. may be able to schedule same day inspections. NIC can be reached at 937-433-4642.

NIC inspectors will make routine required inspections throughout the construction process. The inspector will leave a ticket after each inspection with a pass or fail notice. If you have questions regarding the inspection, please call NIC to speak with an inspector. You will receive a final building ticket marked approved or a Certificate of Occupancy, when appropriate, after all inspections are completed.

If your project is a demolition, please note your will need a special permit that requires a sign-off from varies departments and utilities.

If your project requires any plumbing, please contact Montgomery County at 225-4421 or 781-2500. They will handle any permits, questions and inspections.

Questions? Please contact NIC for any building questions at 937-433-4642 or contact the City Building at 937-855-7255 for zoning questions. If for any reason you need to contact our Fire Department with questions or to schedule an inspection, please call 855-7255 and ask for the Fire Department.

By law, everyone **MUST** contact the Ohio Utilities Protection Service, 8-1-1 or 1-800-362-2764 at least 48 hours, but no more than 10 working days (excluding weekends and legal holidays), before beginning ANY digging project.

City of Germantown
One North Plum Street
Germantown, Ohio 45327

ZONING PERMIT APPLICATION

zoning@germantown.oh.us
Phone (937) 855-7255

Residential □ Commercial □

Date:_____ Parcel ID Number:_____

Property Address:_____ Cell/Business Number_____

Property Owner:_____ Home Phone Number:_____

Applicant:_____ Home Phone Number:_____

Applicant Address:_____ Cell/Business Number _____

Applicant Email:_____

Fence ($15.00) □ Pool ($15.00) □ Shed/Barn ($15.00) □

Single Family Dwelling ($25.00) □ Addition (residential $15.00/Commercial $50.00) □

Sign ($15.00) □ Other:_____

Existing Use:_____ Proposed Use:_____

Provide three (3) sets of a detailed diagram or plot plan and narrative of project showing/explaining all dimensions of the lot, location of existing buildings and location of proposed construction. Show distances from all lot lines to existing buildings and proposed buildings. A scaled diagram may be required along with additional information as the City Manager or designee deems necessary. The property owner understands that the application, diagram and other information presented for the above construction and/or use shall be located entirely upon the property location indicated above and further understands that the property owner shall be liable for substituting same. **The property owner and/or applicant further understands that a Certificate of Zoning Compliance is required BEFORE the commencement of any use or occupation of any building or construction within the space. This permit will expire within one (1) year of issuance if construction has not commenced.**

I have read the above information and have included the required drawings

_____ _____

Signature of Property Owner Signature of Applicant

Office Use Only

Date Received:_____ Date Reviewed:_____ Zoning District:_____

Permit Number:_____ Zoning Fee:_____ Date Paid:_____

Approved □ Disapproved □

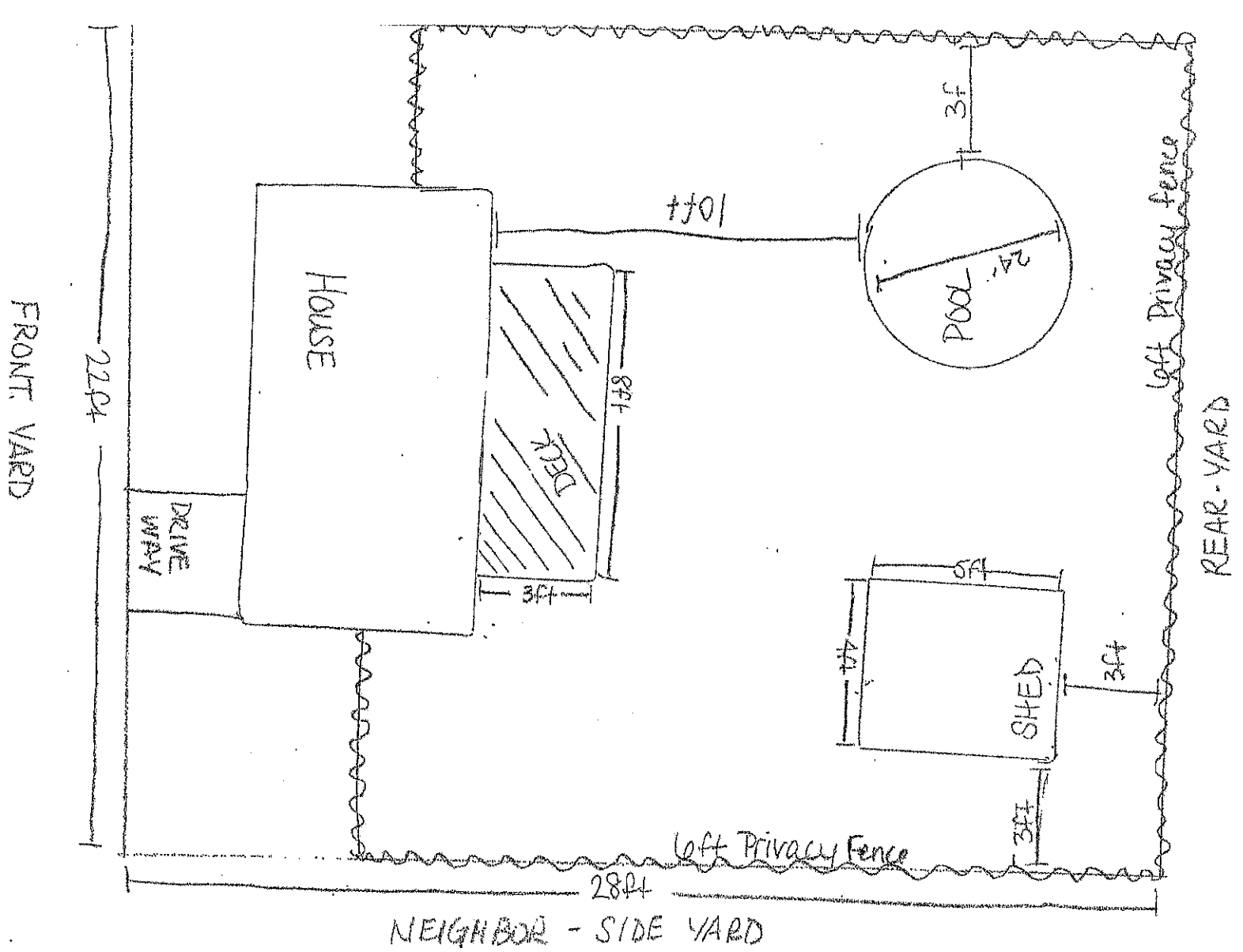
Comments:_____

_____

_____

Signature of Zoning Officer

2023 October



- EXAMPLE OF LOT PLAN -

- POOL
- SHED
- DECK
- FENCE

City of Germantown
1 North Plum Street, Germantown, Ohio 45327
Phone (937) 855-7255 Fax 855-3215
http://www.germantown.oh.us

BUILDING/ELECTRICAL PERMIT APPLICATION

FOR INFORMATION CALL: 888-433-4642

(CHECK ONE) RESIDENTIAL ___ COMMERCIAL ___ SUBMIT 2 RESIDENTIAL 3 COMMERCIAL BUILDING PLANS

PLEASE PRINT	NAME	STREET ADDRESS	CITY, STATE, ZIP	PHONE NUMBER & EMAIL
PROPERTY OWNER				
APPLICANT				
PLANS BY				
CONTRACTOR				

SITE ADDRESS _____ Tenant _____

PARCEL ID NO._____ AFFECTED CONSTRUCTION AREA SQ. FT _____

PROJECT DESCRIPTION _____ PROJECT COST_____

---COMMERCIAL ONLY--- USE GROUP_____CONSTRUCTION TYPE_____OCCUPANT LOAD_____

REVIEW REQUESTED: CHECK ALL THAT APPLY

☐New Building	☐Garage	☐Fire Alarm	☐Change of Use
☐Addition	☐HVAC	☐Fire Suppression	☐Signage
☐Alteration	☐Electrical	☐Hood Suppression	☐Pool (In Ground)
☐Deck_____Sq. ft.	☐Gas Line	☐Hood Exhaust	☐Pool (Above Ground)
☐Shed _____Sq. ft.	☐Fence	☐Cert. of Occupancy	☐Roofing

☐Electrical Service Size_____ Line Drawing Required over 400 AMP

☐☐Other (specify) _____

Is property located in a Floodplain? Yes / No

All Information contained in this application is true, accurate, and complete to the best of my knowledge and I do hereby agree to complete the project in compliance with all relevant building codes.

OWNER/OWNER REP. (PLEASE PRINT)_____EMAIL_____

OWNER/OWNER REP._____ APPLICATION DATE _____

Auditor Information: # Bedrooms_____ # Baths_____# Stories_____ Livable Sq. Ft._____ Finished Basement Sq. Ft. _____

********** OFFICE USE ONLY **********

DEPOSIT $_____ RECEIVED BY_____PAYMENT: CASH CHECK CREDIT RECEIPT#_____

ZONING APPROVED _____ DATE _____

Is property located in a Floodplain? Yes / No_____

BUILDING APPROVED _____ DATE _____

NIC/2018

OBC (Commercial) Fee Schedule *

Structural Fees:	
Process Fees Plus $4.50 Per 100 Square Feet of Total Floor Area	$150.00
Mechanical Fees:	
Process Fees Plus $4.50 Per 100 Square Feet of Total Floor Area	$150.00
Electrical Fees:	
Process Fees Plus $2.50 Per 100 Square Feet of Total Floor Area	$150.00
Automatic Sprinkler and Other Fire Suppression Systems:	
Process Fees Plus $3.20 Per 100 Square Feet of Total Floor Area	$150.00
Industrialized Unit Fees:	
Process Fee Plus $1.30 Per 100 Square Feet of Total Floor Area	$150.00
Minor Alteration: For Per Each Type of Permit; Building, Electric, HVAC, Fire Protection	75.00
Sign Fees:	
Small Sign-Under 30 Square Feet	
Structural	$75.00
Electrical	$75.00
Large Sign-Over 30 Square Feet	
Structural	$150.00
Electrical	$150.00
Certificate of Use and Occupancy	$50.00
Fee for Plans Examination	$65.00 per hour

* In addition to the above fees, the City collects a 3% supplement on all commercial construction fees on behalf of the Ohio Board of Building Standards.