

**RESIDENTIAL HVAC PERMITS ARE REQUIRED** to install furnaces & air conditioning in any one, two or three-family residential dwelling, garage, or other structure within the limits of the city except for the following:

**RESIDENTIAL HVAC PERMITS ARE NOT REQUIRED for:**

1. *Portable heating, cooking, or clothes drying appliances;*
2. *Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.*
3. *Portable fuel cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.*
4. *Gas distribution piping owned and maintained by public or municipal utilities and located upstream of the point of delivery.*
5. *Portable ventilation equipment;*
6. *Portable cooling units*
7. *Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.*
8. *Portable evaporative cooler.*
9. *Self-contained refrigeration systems containing ten pounds (4.54 kg) or less of refrigerant or that are actuated by motors of one horsepower(746 W) or less.*
10. *Process equipment including the associated tanks, foundations, and process piping. For combination building services/process or power piping systems, the power or process piping located downstream of the control valve which separates the process from the building services piping is exempt from approval.*

**RESIDENTIAL HVAC REGISTRATION**

**RESIDENTIAL HVAC CONTRACTORS** must possess a valid city registration in order to perform work on one, two, or three-family dwellings in the city.

**COMMERCIAL HVAC CONTRACTORS ARE NOT REQUIRED TO BE REGISTERED** as no commercial permits are issued by the City, they are issued by the Medina Co. Bldg. Dept.

**HOMEOWNERS EXEMPTION.** The owner of a single-family dwelling who intends to personally perform electrical work on a dwelling used, or to be used, as the owner's personal residence, may be issued a permit providing that said owner signs an affidavit stating that he is the owner and occupant of the dwelling, will reside at the location for at least one year, and will personally perform the work upon the premises for which a permit is required.

**REGISTRATION APPLICATIONS**

**Requirements:**

1. Qualification certification, issued by the Ohio Construction Industry Examining Board.
2. Proof of compliance with the worker's compensation laws of the state.
3. Application for a registration shall be made to the Building Department accompanied by a payment of fee of \$50.

**Renewal.** Each registration will be issued by calendar year, and may be renewed prior to January 1 of the next year upon payment of a renewal fee of \$20.

1. Renewal applications shall be accompanied a current state qualification certificate and proof of workers compensation.
2. No electrical permits will be issued until such registration has been obtained or renewed.

## **Submission & Payment**

- *Complete the Permit Application* (and registration application if necessary) and submit this time by email or mail with an email address included.
- Payments (checks) may accompany the applications if mailed, or be made after permit approval with a credit card by phone  
(A fee schedule is attached on the following pages).
- Receipts and permits will then be returned by email if possible or mailed.
- Please email or call the office for instructions on handling large sets of plans, or with other questions.

**Application Submission:**                      [istefl@wadsworthcity.org](mailto:istefl@wadsworthcity.org)                      **330-335-2753**

**Code Questions:**                      [mnussbaum@wadsworthcity.org](mailto:mnussbaum@wadsworthcity.org)                      **330-335-2780**

**Checks Payable to:**                      **City of Wadsworth**

**Mailing Address:**                      **Building Department**  
**City of Wadsworth**  
**120 Maple Street**  
**Wadsworth, OH 44281**

**[APPLICATION FORMS, FEES, AND MORE INFO BELOW](#)** ↓

## HVAC PERMIT - City of Wadsworth

**JOB ADDRESS** \_\_\_\_\_ **Permit #** \_\_\_\_\_  
 Applicant: \_\_\_\_\_ Email \_\_\_\_\_  
 Owner \_\_\_\_\_  
 Owner Address \_\_\_\_\_ Phone \_\_\_\_\_  
 HVAC Contractor \_\_\_\_\_ Reg # \_\_\_\_\_  
 Contractor Address \_\_\_\_\_ Phone \_\_\_\_\_  
**NEW:**  \*New Const.  Add AC  Fireplace/Stove Other \_\_\_\_\_  
**REPLACEMENT:**  Furnace  AC  Vent/Liner  Ducts Other \_\_\_\_\_  
 Heat Type: \_\_\_\_\_ AFUE \_\_\_\_\_ BTU \_\_\_\_\_ AC/SEER \_\_\_\_\_ BTU \_\_\_\_\_  
**Base Fee \$** \_\_\_\_\_ + ( \_\_\_\_\_ sq. ft. X \$.05 /sq. ft.) = **TOTAL \$** \_\_\_\_\_

*\*Supply System Description Form for New Construction*

I hereby certify that I am the owner of record of the named property, will perform the work personally, and intend to reside at this location for at least one year; **or** I am a City of Wadsworth registered HVAC contractor and am authorized by the owner to make this application. I agree to conform to all applicable codes of this jurisdiction and obtain final inspection approval. I certify that the Building Official, or his representative, shall have the authority to enter areas covered by this permit at any reasonable hour to enforce the provisions of the applicable codes.

**Call the City of Wadsworth at 335-2753 for inspections.**

HVAC Contractor or Owner - Sign	Print Name	Date
HVAC Permit issued by:	Building Official or Deputy	Date

**ELECTRIC & HVAC CONTRACTOR REGISTRATION  
APPLICATION for RESIDENTIAL USE ONLY**

(Please Print)

BUSINESS NAME \_\_\_\_\_ PHONE \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_

REGISTRANT NAME \_\_\_\_\_ PHONE \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_

**E-MAIL ADDRESS** \_\_\_\_\_

*\* You Must Include Your Email Address To Receive Future Renewal Applications.*

**ALL COMPANY INFORMATION ON ALL SUBMITTED DOCUMENTS MUST BE CONSISTENT**

*"I, The Undersigned Hereby Apply To Register In The City Of Wadsworth, State Of Ohio Of For..."  
(select at least one)*

- New Wadsworth Registration (\$50 fee for each registration)
- Renewal of Current Wadsworth Registration (\$20 fee for each registration; \$50 for any registration postmarked January 1<sup>st</sup> or later)

**(Select at Least One):**

- Electrical Registration Requested
- HVAC Registration Requested

*"The Following Information Is Current and Accurate and Is Included With This Application..."*

- Copy of OCIEB (State License) Certification (no certificate of insurance is required).
- Copy of Workers Compensation Certificate of Premium Payment or:
- I Have No Employees and Am Not Required by the State to Provide Worker's Compensation

**AUTHORIZED AGENTS - NOTE: Each authorized agent must personally sign this document.**

*Signer(s) agrees to maintain state licensure including current liability insurance and workers compensation coverage, or notify the City of Wadsworth of same and be subject to revocation of registration.*

\_\_\_\_\_  
Printed Name of Agent Signature of Agent

\_\_\_\_\_  
Printed Name of Agent Signature of Agent

\_\_\_\_\_  
Signature of State Licensee/Applicant Today's Date

**REGISTRATIONS EXPIRE DECEMBER 31<sup>st</sup>**

**CITY OF WADSWORTH BUILDING DEPARTMENT, 120 MAPLE STREET, WADSWORTH, OHIO 44281  
330-335-2753 \* Fax 330-335-2715 \* [jstefl@wadsworthcity.org](mailto:jstefl@wadsworthcity.org)**

*Office use only \_\_\_\_\_ New Registration Number*

# RESIDENTIAL CONSTRUCTION PERMIT FEES

## CITY OF WADSWORTH 330-335-2753

• Zoning Certificate	⇒ \$ 25.00
• Sanitary Capacity and Tap Fee	⇒ Contact Engineering Dept.
• Sewer/Street Opening Permit	⇒ Contact Engineering Dept.
• Recreation Fee - Acquisition of Land (Developer)	⇒ \$ 400.00
• Recreation Fee - Development of Land	⇒ \$ 500.00
• Water Tap-In Capacity Fee (No Connection)	⇒ Contact Engineering Dept.
• Electric Service- Includes Temporary	⇒ Contact Utility Dept.

### Construction Permit Fees *Ord.07-106*

<b><u>Building</u></b>	
• New Home Construction	⇒ \$100.00+.15 per sq.ft.
• Additions, Accessory Structures (Garages)	⇒ \$50.00 +.15 per sq.ft.
• Alterations, Repairs, Decks, Roofing, Siding, Misc.	⇒ \$50.00
• Basement Remodel	⇒ \$50.00
<b><u>Electric (PER DWELLING UNIT)</u></b>	
• New Construction - Single Family Homes	⇒ \$75.00+.05 per sq.ft.
• Additions, Garages, Accessory Structures (New Service)	⇒ \$75.00+.05 per sq.ft.
• Additions, Garages, Accessory Structures (No Service)	⇒ \$50.00+.05 per sq.ft.
• Service Change and/or Entrance, Meter Socket	⇒ \$50.00
• [Service Change and/or Entrance] + Rewire	⇒ \$50.00+.05 per sq.ft.
• Service Change + Appliance Wiring (5 Receptacles)	⇒ \$75.00 (maximum)
• General Re-wire More than 5 Receptacles (No Service)	⇒ \$50.00+.05 per sq.ft.
• Misc. Wiring 5 or Less Receptacles (No Service)	⇒ \$50.00
• Basement Remodel	⇒ \$75.00
• AC/Water Heater/Range/Dryer –Circuit Wiring (5)	⇒ \$50.00
• Swimming Pools, Hot Tubs & Spas	⇒ \$50.00
• Electric Heat Add On or Replacement	⇒ \$50.00
• Special Inspection	⇒ \$50.00
<b><u>Heating (PER DWELLING UNIT)</u></b>	
• All New Construction Involving HVAC Work. (Base Fee - Includes 1 Furnace, AC, and Ductwork)	⇒ \$50.00 +.05 per sq.ft.
• Additional Furnace, AC, Chimney or Wood Stove	⇒ \$25.00
• Furnace and/or A/C Replacement	⇒ \$50.00
<b><u>All Re-Inspections / Special Inspections</u></b>	<b>⇒ \$50.00</b>

## **REGISTRATION RULES**

All work done beyond the weather head on overhead electrical services, and the point of electrical service on underground services, with the exception of meters, are subject to registration rules and permit fees.

1. Exception: An empty underground raceway may be installed by an unlicensed contractor for one, two, and three family residential dwellings and accessory building projects provided all work is performed by either a registered contractor or the resident property owner of a single-family structure or a city.
2. A registered contractor may subcontract work to any subcontractor holding a valid registration. Such subcontractor shall be required to transfer this permit into his name.
3. A registered contractor may hire employees to work directly for the contractor and to actually perform the work involved. The registered contractor shall, however, be responsible for all work performed under his registration by his employees.
4. No registered contractor or subcontractor shall allow his name to be used by any person, directly or indirectly, either to obtain a permit or to do work under his certificate or registration