

**Part Thirteen – Building Code, Title Three – Local Provisions, Chapter 1309  
 Building, Planning, Zoning Fees, Sharonville Fire Department Review Fees and  
 Economic Development Department Fees**

**1309.01 Building, Planning, and Zoning Schedule of Fees:** Fees for all approvals, permits, inspections, certificates shall be paid to the Department of Community Development as set forth herein. The Building Official shall keep an accurate account of all fees collected and such fees shall be deposited by him as required by law. Approvals and permits shall be obtained for all work subject to approval as set forth in this Schedule of Fees.

Approval of Construction Documents are subject to a plan review charge as follows:

1/2 hr. = \$40.00

1 hr. = \$75.00

Each additional 1/2 hr. billed at \$30 per 1/2 hr. review time.

The following sections (a) and (b) pertain to all plan approvals as authorized by and regulated by the Residential Code of Ohio and the Ohio Building Code.

(a) Residential Work Subject to Approvals in accordance with the Residential Code of Ohio (RCO) to construct, enlarge, alter, repair, move or change the occupancy of a building or structure or portion thereof, to include mechanical systems and other equipment and/or systems regulated by the RCO unless otherwise listed herein (1% Residential State of Ohio surcharge added to all approval fees):

Approval Fee	1% of valuation (cost of work subject to approvals) or \$10.00 for each \$1,000 or fraction thereof
Minimum Approval Fee	\$50.00
Maximum Approval Fee	\$10,000.00
Revisions (Major)	50% of original permit fee plus additional plan review as applicable
Certificate of Occupancy	\$40.00 (when not part of plan approval)
Temporary Certificate of Occupancy (each)	\$20.00

(b) Commercial Work subject to Approvals in accordance with the Ohio Building Code (OBC) to construct, enlarge, alter, repair, move, or change the occupancy of a building or structure or portion thereof, to include mechanical systems, fire suppression systems, alarms, and other equipment and/or systems regulated by the OBC unless otherwise listed herein (3% Commercial State of Ohio surcharge added to all permit fees):

Approval Fee	1% of valuation (cost of work subject to approvals) or \$10.00 for each \$1,000 or fraction thereof
Minimum Approval Fee	\$100.00
Maximum Approval Fee	\$100,000.00
Revisions (Major)	50% of original permit fee plus additional plan review as applicable
Certificate of Occupancy	\$75.00 (when not part of plan approval)
Temporary Certificate of Occupancy (each)	\$35.00

**Part Thirteen – Building Code, Title Three – Local Provisions, Chapter 1309  
 Building, Planning, Zoning Fees, Sharonville Fire Department Review Fees and  
 Economic Development Department Fees**

The following sections (c), (d), (e) and (f) pertain to all zoning and/or administrative approvals in accordance with the Codified Ordinances of Sharonville, Ohio:

(c) Permits subject to Zoning Approvals (Plan Review Fees may apply as applicable).

(1) Detached Accessory Structures: Residential (200 square feet or less in floor area)	\$40.00
(2) Detached Accessory Structures: Commercial (120 square feet or less in floor area)	\$75.00
(3) Fences not over six feet high (add Conditional Use fee for solid fences)	\$40.00 (res.)/\$75.00 (comm.)
(4) Retaining walls not over four feet tall or under thirty inches	\$40.00 (res.)/\$75.00 (comm.)
(5) Signs, Residential (greater than 6 square feet)	\$40.00
(6) Signs, Temporary	\$40.00
(7) Signs (face change, painted on structure)	\$75.00
(8) Portable Storage Units	\$40.00 per use (Sec. 1125.22)
(9) Residential Swimming Pools (one, two and three family dwellings)	\$40.00
(10) Driveways (residential)	\$40.00
(11) Parking lot (less than one acre)	\$75.00
(12) Parking lot (one acre or more)	\$150.00
(13) Tent (temporary thirty day) (less than or equal to 400 square feet with open sides)	\$40.00
(14) Demolition (Res. & Comm.)	\$10.00 per 1,000 square feet of total floor area or fraction thereof
(15) Residential Gutters and Downspouts	\$40.00

(d) Administrative Fees.

(1) Variance application	\$75.00 (res.)/\$150.00 (comm.)
(2) Conditional use application	\$75.00 (res.)/\$150.00 (comm.)
(3) Zone Change and PUD application	\$250.00 (res.)/\$500.00 (comm.)
(4) Zoning appeals	\$75.00 (res.)/\$150.00 (comm.)
(5) Property Maintenance appeals	\$75.00 (res.)/\$150.00 (comm.)
(6) Site Plan review - prelim. (less than one acre)	\$75.00
(7) Site Plan review - prelim. (one acre or more)	\$150.00
(8) Site Plan review - final (less than one acre)	\$150.00
(9) Site Plan review - final (one acre or more)	\$300.00
(10) SFHA Flood Plain Permit	\$150.00
(11) SFHA Flood Plain Variance application	\$150.00
(12) Plat approval (minor - five lots or less)	\$50.00
(13) Plat approval (major - more than five lots)	\$100.00
(14) Zoning certificates	\$30.00
(15) Zoning Verification Letters	\$30.00

**Part Thirteen – Building Code, Title Three – Local Provisions, Chapter 1309  
 Building, Planning, Zoning Fees, Sharonville Fire Department Review Fees and  
 Economic Development Department Fees**

(16) Plotter/Printer Copies/Prints	\$5.00/sheet
(17) Zoning Code Books	\$50.00
(18) Northern Lights Master Plan	\$25.00
(19) Downtown Strategic Master Plan	\$25.00
(20) Comprehensive Plan	\$50.00

(e) Moving. A permit shall be required for moving/relocating any building. The fee shall be \$10.00 for each \$1,000 of cost over the first \$5,000 with a minimum fee of \$50.00.

(g) Refund of Fees. Refund of fees may be authorized if applied for within thirty days from the date of issuance of the approval or permit. Refund shall be at the discretion of the Building Official. No refunds shall be granted where the fee is \$30.00 or less.

(h) Waiver of Fees. The Director of Community Development may waive some or all of the fees for approvals and/or other permits for the purposes of carrying out an economic development program in accordance with Ord. 2003-87 and Section 1161.06(b).

(i) Valuation. Actual cost of construction that is subject to approval in accordance with the Ohio Building Code and the Residential Code of Ohio. The Director of Community Development may seek confirmation or verification that the reported valuation is consistent with actual cost of improvement.

**1309.02 FEE SCHEDULE FOR SHARONVILLE FIRE DEPARTMENT.**

(a) Plan Review Fee. The Fire Department plan review time will be included in the overall plan review time charged by the Department of Community Development. This shall be billed at \$75.00 per hour with a one (1) hour minimum. The maximum Fire Department plan review time to be billed shall be no more than half (1/2) of the time charged by the City Plans Examiner. This fee will also cover all inspections made by the Fire Department necessary to complete the project. These fees will be collected by the Department of Community Development as part of the Plan review fees. At least annually or at the discretion of the auditor these fees will be transferred from the City General Funds to the Fire Fund.

(b)

Inspection and Re-Inspection of Existing Commercial Properties	Fee
Annual inspection	\$0.00
First re-inspection	\$0.00
Second and all subsequent re-inspections	\$100.00 per trip
Licensed daycare facility	\$100.00 annual (11 children or more)
Licensed daycare facility	\$25.00 annual (10 children or less)
Foster Care or Adoption Inspection	\$25.00
False alarm fee	\$100.00 per occurrence. Fees start after 10 false alarms in calendar year.
False alarm caused by an alarm company working on the system and failing to notify the Fire Department prior to false alarm	\$150.00 per occurrence.

**Part Thirteen – Building Code, Title Three – Local Provisions, Chapter 1309  
 Building, Planning, Zoning Fees, Sharonville Fire Department Review Fees and  
 Economic Development Department Fees**

---

- (c) These fees may be waived at the discretion of the Fire Chief.
- (d) All checks shall be made payable to the City of Sharonville.

**1309.03 ECONOMIC DEVELOPMENT DEPARTMENT FEES.**

(a) Community Reinvestment Area (CRA) Application Fee	\$250.00
(b) Community Reinvestment Area (CRA) Administration Fee/Annual	\$250.00
(c) Job Creation Incentive Grant (JCIG) Application Fee	\$250.00
(d) Job Creation Incentive Grant Administration Fee	For annual grants of \$9,999.00 or less - \$250.00 For annual grants of \$10,000.00 and over - \$500.00
(e) All JCIG fee will be deducted from the annual grant.	
(f) All application fees are non-refundable.	
(g) All application fees must be paid before an offer letter from the City of Sharonville is submitted.	
(h) All of the above fees may be waived at the discretion of the Economic Development Director.	
(i) All checks should be made payable to the City of Sharonville.	