

**ORDINANCE NO. 2026-42**

CITY OF CLYDE, OHIO

**ESTABLISHING THE FEE SCHEDULE, INSPECTION SCHEDULE, AND RELATED ADMINISTRATIVE PROVISIONS FOR RESIDENTIAL CONSTRUCTION REGULATED UNDER CHAPTER 1301 OF THE CODIFIED ORDINANCES OF THE CITY OF CLYDE AND DECLARING AN EMERGENCY.**

**WHEREAS** this Council has adopted the Residential Code of Ohio (RCO) for one-, two-, and three-family dwellings by Ordinance No. 2026-30 (the "Adopting Ordinance"), creating Chapter 1301 of the Codified Ordinances and establishing the Department of Building, Engineering, and Inspection; and

**WHEREAS** the RCO at Section 108.2 provides that the Residential Building Official shall create a required inspection list for each project, drawn from Sections 108.2.1 through 108.2.12, based on the nature and scope of work; and

**WHEREAS** Council finds it necessary and appropriate to establish a clear fee schedule and to specify which inspections the Building Department will routinely require, waive, or leave to the discretion of the Building Official, Contractor, Developer, or Property Owner, to provide consistent and predictable administration of the residential building program; and

**WHEREAS** Council recognizes that a phased implementation of residential building code enforcement is both prudent and necessary to ensure the program is administered competently, consistently, and fairly; and Council has identified enforcement priority categories to be implemented in phases; and

**WHEREAS, Phase 1 – New Construction:** Council finds that new residential construction is the highest-priority and most practical phase of RCO enforcement because it generates the greatest permit revenue, presents the least community resistance, and provides the clearest public safety benefit by preventing defects from being concealed in new housing stock; Council authorizes implementation of Phase 1 upon passage of this Ordinance and final approval by the State of Ohio, with substantial operation anticipated within six (6) months of enactment; and

**WHEREAS Phase 2 – Vacant Properties:** Council finds that vacant and abandoned residential properties create significant safety hazards, depress neighboring property values, and impose disproportionate costs on the City through nuisance abatement, fire response, and infrastructure burdens; Council further finds that many such properties are in severe disrepair and requiring inspections ensures that rehabilitation and redevelopment efforts meet reasonable safety and construction standards in order to avoid unnecessary risks and burdens on future owners of rehabilitated properties; enforcement shall address such properties through a registration and inspection program established by future legislation; and

**WHEREAS, Phase 3 – Rental Properties:** Council finds that rental properties present heightened risks to tenants who may lack the ability to independently assess housing safety or compel needed repairs, and that rental registration and periodic inspection are

recognized best practices among comparable Ohio municipalities; Council directs that implementation of Phase 3 be preceded by a community work session for landlords and property owners and by creation and adoption of rental registration and inspection legislation; and

**WHEREAS, Phase 4 – Contractor-Performed Alterations and Repairs:** Council finds that contractor-performed alterations, additions, and repairs to existing residential structures are a logical extension of the residential building code program; Council directs that implementation of Phase 4 be preceded by a community work session for contractors, developers, and property owners, and that voluntary permitting and inspections be made available to property owners, contractors, and developers prior to full implementation; and

**WHEREAS, Phase 5 – Do-It-Yourself / Owner-Occupant Work:** Council finds that owner-occupants performing work on their primary residences require an education-first approach that emphasizes compliance assistance over punitive enforcement; the owner-occupant permit pathway and fee reductions established by this Ordinance are intended to encourage voluntary compliance; Council anticipates outreach for Phase 5 to begin in Year 2 following a community work session for property owners, with substantial operation anticipated within sixty (60) months of enactment; and

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Clyde, State of Ohio:

**SECTION 1.** The following fee schedule, inspection schedule, and related administrative provisions fees levied for Chapter 1301, “Building Department” are hereby established and set forth as written in the attached Exhibit “A”.

**SECTION 2.** This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the health, welfare, and safety of the residents of the City of Clyde, Ohio, and the immediate adoption of this legislation will ensure the orderly administration of the City’s day-to-day operations.

Adopted: 5-19-2024

Authorized: *Doug Maulsby*

Attest: *Janet R. Dickman*

Approved to form: *[Signature]*

**EXHIBIT A**

**COMBINED RESIDENTIAL BUILDING AND ZONING PERMIT FEE SCHEDULE**

**SECTION I — REQUIRED PERMIT FEE SCHEDULE**

Fees for all work Council has elected to require permits and inspections for under Chapter 1301. All fees are exclusive of the 1% Ohio Board of Building Standards surcharge (ORC §3781.102(F)(2)), which is added to all building permit fee components at collection.

KEY: Owner-Occupant (O-O) fees apply upon submission of a valid notarized Homeowner Affidavit (Form HO-1) per Sec. 1302.04(c). Items marked \* are eligible for photo documentation in lieu of in-person inspection at Building Official discretion.

Work Type / Permit Category	RCO Ref.	Inspections Included in Fee	Standard Fee	Owner-Occupant Fee *	Conditions / Notes	Zoning Fee
<b>MANDATORY — NEW CONSTRUCTION (RCO §108.2 / ORC §3791.04 — inspections cannot be waived)</b>						
New single-family dwelling	\$108.2 §111	Footing · Slab (if present) · Elec. rough-in · Plbg. rough-in · Mech. rough-in · Framing · Insulation · All finals (bldg./elec./plbg./mech.) · C/O	<b>\$250 base + \$0.15/sq ft (min. \$350)</b>	<b>\$175 base + \$0.15/sq ft (min. \$250)</b>	Base covers plan review. Sq ft rate applies to all conditioned area including attached garage. +1% BBS surcharge on bldg. fee.	<b>YES \$100</b>
New two- or three-family dwelling	\$108.2 §111	Full mandatory sequence per unit. All rough-ins and finals applied per unit.	<b>\$250 base + \$0.15/sq ft (min. \$350) per unit</b>	<b>\$175 base + \$0.15/sq ft (min. \$250) per unit</b>	Per unit. +1% BBS surcharge.	<b>YES \$100 per unit</b>
Addition to existing dwelling (>200 sq ft)	\$108.2 §111	Footing (if new) · Applicable rough-ins · Framing · Insulation · Finals	<b>\$150 base + \$0.15/sq ft (min. \$200)</b>	<b>\$100 base + \$0.15/sq ft (min. \$150)</b>	Rough-ins apply only if the addition contains new electrical, plumbing, or HVAC work. +1% BBS surcharge.	<b>YES \$50</b>
Detached garage / accessory structure (≥200 sq ft)	\$108.2	Footing · Framing · Final	<b>\$125 base + \$0.12/sq ft</b>	<b>\$90 base + \$0.12/sq ft</b>	Structures <200 sq ft exempt from bldg. permit (RCO §102.10); zoning permit still required. +1% BBS surcharge.	<b>YES \$50</b>
<b>MANDATORY — ELECTRICAL (All permitted electrical work; ESI approval required before energization)</b>						
Electrical — new circuits / wiring / panels (new construction, addition, or alteration)	\$108.2.6 NEC	Elec. rough-in (before concealment) · Final electrical · ESI release	<b>\$100 base + \$0.10/sq ft (min. \$100)</b>	<b>\$75 base + \$0.10/sq ft (min. \$75)</b>	Applies whenever new or extended circuits, panels, or wiring are installed. +1% BBS surcharge.	<b>WAIVED</b>
Electrical — service panel upgrade or replacement	\$108.2.6 NEC	Final electrical · ESI release	<b>\$100 flat</b>	<b>\$75 flat</b>	Utility will not energize without ESI release regardless of who performs the work. +1% BBS surcharge.	<b>WAIVED</b>
Electrical — service reconnect only	NEC	ESI final release (1 inspection)	<b>\$75 flat</b>	<b>\$75 flat</b>	ESI required before utility re-energizes. Fee covers one inspection. +1% BBS surcharge.	<b>WAIVED</b>
Hardwired / interconnected smoke & CO alarm system (new installation)	§314 §315 NEC	Electrical final (ESI)	<b>\$50 flat</b>	<b>\$50 flat</b>	Battery-only replacement is exempt — no fee. Fee applies only to hardwired interconnected systems. +1% BBS surcharge.	<b>WAIVED</b>
EV charging station — Level 2 hardwired (240V)	NEC §108.2.6	Elec. rough-in · Final electrical · ESI release	<b>\$75 flat</b>	<b>\$55 flat</b>	Dedicated 240V circuit. Hardwired connection requires permit and ESI inspection. +1% BBS surcharge.	<b>WAIVED</b>
<b>MANDATORY — PLUMBING (Pressure test required before concealment on all new/extended plumbing)</b>						
Plumbing — new supply / DWV rough-in	\$108.2.7 Ohio Plbg.	Plbg. rough-in · Pressure test (before concealment) · Final plumbing	<b>\$100 base + \$0.10/sq ft (min. \$100)</b>	<b>\$75 base + \$0.10/sq ft (min. \$75)</b>	+1% BBS surcharge.	<b>WAIVED</b>

roofing, siding — same footprint)					modification. Homeowner Affidavit required.	
<b>ADMINISTRATIVE FEES — Certificates, Plan Review, Re-Inspection, Enforcement</b>						
Certificate of Occupancy — issued with building permit	§111 ORC §3791.04	Issued by Building Official after all finals approved. Required before occupancy.	<b>\$50 flat</b>	<b>\$50 flat</b>	Mandatory before any new occupancy. Cannot be issued by SAFEbuilt or any third party per ORC §3781.10(E)(15)(d).	N/A
Certificate of Occupancy — existing building (change of occupancy or ownership verification)	§111	Verification inspection of existing conditions	<b>\$100 flat</b>	<b>\$100 flat</b>	No O-O discount on C/O required for change of use.	N/A
Temporary Certificate of Occupancy	§111	Initial inspection + follow-up at expiration	<b>\$50/month (max 3 mo.)</b>	<b>\$50/month</b>	Building Official approval required. Max 3-month duration.	N/A
Plan review — complex or revised plans (after initial approval)	§1302.05	Hourly review time — Building Official or SAFEbuilt plans examiner	<b>\$125/hour (min. 1 hr.)</b>	<b>\$125/hour</b>	Revisions submitted after initial approval, or unusually complex projects.	N/A
Re-inspection — 3rd occurrence and beyond (per project)	§1302.05	One re-inspection event	<b>\$75/occurrence</b>	<b>1st re-insp. after 2nd failure waived; \$75 after</b>	First two failed inspections: no additional fee. Third and beyond: \$75/occurrence.	N/A
Work-without-permit surcharge	§1302.05 RCO §115	2× permit fee; all applicable inspections still required	<b>2× permit fee</b>	<b>2× permit fee</b>	Commencing work without required permit. Does not preclude further enforcement.	N/A
Special / after-hours inspection	§1302.05	One inspection event outside normal business hours	<b>\$100/hour (min. 1 hr.)</b>	<b>\$100/hour</b>	At Building Official discretion. Permit holder requests in advance.	N/A
Voluntary property inspection (non-code enforcement, pre-sale)	§1302.05	General condition inspection; no C/O or code order issued	<b>\$150 flat</b>	<b>\$150 flat</b>	At owner's request. Written summary provided.	N/A
<p>* OWNER-OCCUPANT FEE: Applies upon submission of a valid notarized Homeowner Affidavit (Form HO-1) confirming primary-residence owner-occupancy per Sec. 1302.04(c). Building Official may revoke O-O rate if eligibility is found unsatisfied after permit issuance.</p> <p>STATE SURCHARGE: 1% of all building permit fee components is collected for the Ohio Board of Building Standards per ORC §3781.102(F)(2) and remitted monthly. Surcharge applies to bldg. fee only — not to zoning fees, administrative fees, or re-inspection fees. All amounts above are exclusive of the surcharge.</p>						

<b>Skylight — like-for-like replacement (same curb / same frame)</b>	§102.5 §1101	Final (flashing, U-factor)	<b>\$75 flat</b>	<b>\$55 flat</b>	* Photo eligible for O-O. +1% BBS surcharge.	<b>WAIVED</b>
<b>Window awning — ≤4" projection, no additional support (exempt)</b>	§102.10	Final (attachment, clearances)	<b>\$35 flat</b>	<b>\$25 flat</b>	Attachment documentation useful for insurance or landlord maintenance records.	<b>WAIVED</b>
<b>VOLUNTARY — DOORS</b>						
<b>Exterior door replacement — same size and opening</b>	§102.5 §1101	Final (U-factor / energy code, threshold, flashing)	<b>\$75 flat (up to 4 doors)</b>	<b>\$55 flat (up to 4 doors)</b>	Council did not elect to require standard door replacements. Voluntary permit documents energy compliance for grant eligibility. * Photo eligible for O-O. +1% BBS surcharge.	<b>WAIVED</b>
<b>Exterior door — new opening (per opening)</b>	§108.2.3	Framing inspection · Final	<b>\$100 flat</b>	<b>\$75 flat</b>	Structural modification. Voluntary permit important for resale disclosure. +1% BBS surcharge.	<b>WAIVED</b>
<b>Interior door replacement — non-rated assembly (exempt)</b>	§102.10	Final (confirm non-rated, no egress impact)	<b>\$35 flat</b>	<b>\$25 flat</b>	Available for formal compliance record on remodel projects.	<b>WAIVED</b>
<b>VOLUNTARY — INSULATION</b>						
<b>Attic insulation — blown or batt added (no framing work)</b>	§108.2.4 §1101	Insulation inspection (R-value, depth, baffles, attic ventilation)	<b>\$50 flat</b>	<b>\$35 flat</b>	Council did not elect to require. Voluntary permit documents R-value compliance for CHIP/CDBG/HOME program eligibility. * Photo eligible for O-O. +1% BBS surcharge.	<b>WAIVED</b>
<b>Spray foam / closed-cell insulation in wall cavities (no framing)</b>	§108.2.4 §1101	Insulation inspection (air sealing, vapor management, R-value)	<b>\$50 flat</b>	<b>\$35 flat</b>	* Photo eligible for O-O. +1% BBS surcharge.	<b>WAIVED</b>
<b>VOLUNTARY — HVAC / MECHANICAL</b>						
<b>HVAC — like-for-like unit replacement (same location, same capacity)</b>	§108.2.8	Final (equipment installation, venting, gas connections, condensate)	<b>\$75 flat</b>	<b>\$55 flat</b>	Council did not elect to require. Voluntary permit documents installation for manufacturer warranty, insurance, and ENERGY STAR documentation. EPA Section 608 federal certification required for refrigerant handling regardless. +1% BBS surcharge.	<b>WAIVED</b>
<b>Fireplace / wood stove / solid fuel insert installation</b>	§108.2.8	Rough (clearances, combustion air) · Final (cap, liner, flashing, CO risk)	<b>\$75 flat</b>	<b>\$55 flat</b>	Leading cause of residential fires. Council strongly recommends obtaining a voluntary permit. +1% BBS surcharge.	<b>WAIVED</b>
<b>Gas piping — outdoor appliances (grill, generator, pool heater)</b>	§108.2.8	Gas rough-in pressure test · Final gas piping	<b>\$75 flat</b>	<b>\$55 flat</b>	Note: ALL gas piping work requires permit and inspection under the mandatory section above — this row covers gas piping solely for non-fixed outdoor appliance connections that may otherwise appear exempt. If any new piping is run, the mandatory gas piping permit applies. +1% BBS surcharge.	<b>WAIVED</b>
<b>VOLUNTARY — CHIMNEY, PORCH RAILINGS &amp; OTHER EXTERIOR</b>						
<b>Chimney rebuild / re-lining</b>	§108.2	Rough (liner, clearances) · Final (cap, flashing, gas venting compliance)	<b>\$75 flat</b>	<b>\$55 flat</b>	Council did not elect to require. Voluntary permit is strongly recommended — gas venting failures cause CO poisoning. +1% BBS surcharge.	<b>WAIVED</b>
<b>Porch railing / guard replacement</b>	§312	Final (36" min. height, ≤4" baluster spacing, structural attachment)	<b>\$50 flat</b>	<b>\$35 flat</b>	+1% BBS surcharge.	<b>WAIVED</b>
<b>VOLUNTARY — POOLS &amp; SPAS</b>						

**VOLUNTARY — MINOR ELECTRICAL, PLUMBING & HVAC**

Electrical fixture / outlet — like-for-like replacement, no new circuits (exempt minor repair)	§102.10 NEC	Final electrical check	<b>\$35 flat</b>	<b>\$25 flat</b>	Voluntary record for rental property condition documentation, insurance audit, or pre-sale disclosure.	<b>WAIVED</b>
GFCI / AFCI outlet or breaker replacement — same location (exempt minor repair)	§102.10 NEC	Final electrical check	<b>\$35 flat</b>	<b>\$25 flat</b>	Voluntary record of GFCI/AFCI upgrade useful for insurance discount documentation.	<b>WAIVED</b>
Plumbing fixture replacement — like-for-like (toilet, faucet, showerhead; exempt)	§102.10 Ohio Plbg.	Final plumbing check	<b>\$35 flat</b>	<b>\$25 flat</b>	Voluntary record of fixture replacement for rental property maintenance logs or pre-sale disclosure.	<b>WAIVED</b>
Accessible pipe leak repair (not concealed; exempt)	§102.10	Final check (repair quality, no active leak)	<b>\$35 flat</b>	<b>\$25 flat</b>	Voluntary record documents repair used code-compliant materials and is watertight.	<b>WAIVED</b>
Low-voltage wiring — data, AV, security camera (non-fire-alarm; generally exempt)	NEC	Final check (cable management, device placement)	<b>\$50 flat</b>	<b>\$35 flat</b>	Useful for structured wiring warranty, smart home documentation, or pre-sale disclosure of security system.	<b>WAIVED</b>

**VOLUNTARY PERMITS CREATE A RECORD — NOT AN ENFORCEMENT OBLIGATION:** Obtaining a voluntary permit creates an official record of work completion, inspection, and code compliance useful for real estate transactions, insurance claims, federal grant eligibility (CHIP, CDBG, HOME), contractor warranty documentation, and rental licensing. Voluntary permits are processed on the same timeline as required permits.

**NO NEW ENFORCEMENT CREATED:** Obtaining a voluntary permit does not make a previously exempt project subject to mandatory enforcement. If an inspection reveals a deficiency on otherwise exempt work, the Building Official has discretion — not a mandatory obligation — to pursue correction.