

# Minor Alterations Permit Application

Minor Alterations Permits are for existing structures/ uses that do not require plan approval per the Ohio Building Code but still require a Mahoning County Building Permit. For construction cost up to \$20,000, the permit fee is \$222.50 which includes processing/ review, two inspections, and a Certificate of Occupancy. If a Certificate of Occupancy is on file, the fee is \$157.50. For construction cost over \$20,000, \$2.50 per \$1000 over \$20,000 will be added to the permit cost. Fifty dollars is required at the time of the application and covers the cost of your initial inspection and is non-refundable once the service has been provided. After the inspection, your application will be reviewed as to whether the scope of work is applicable for a Minor Alterations Permit or if full plan approval is required. If approved as a Minor Alterations Permit, the balance of fees will be due and the permit must be picked up within 7 days. If not approved, you will be notified that plan approval is required per the Ohio Building Code and what action is needed if you choose to continue with the project.

**THIS APPLICATION SHALL NOT BE PROCESSED UNTIL THE FOLLOWING INFORMATION IS SUBMITTED:**

- Supporting permits; building permit cannot be issued until all applicable permits are obtained.  
 ZONING: \_\_\_\_\_  ELECTRIC: \_\_\_\_\_  PLUMBING: \_\_\_\_\_  SANITARY/ SEPTIC: \_\_\_\_\_  FLOODPLAIN: \_\_\_\_\_
- Non-refundable \$50.00 inspection fee
- Scope of work identifying all proposed work to be completed
- Floor plan; dimensioned, labeled, rooms numbered, equipment and proposed uses of space. Must be legible.
- Construction details of all work to be completed, i.e., 20 linear feet of 2x4 walls 16"o.c. w/ 5/8" drywall each side, cut new doorway into existing wall, flame spread characteristics of carpet that is to be added to structure, if applicable.

<b>BUSINESS NAME:</b>	<b>CONTACT PERSON:</b>
<b>PROPOSED / USE OF STRUCTURE:</b>	<b>PHONE #:</b>
<b>CONTRACT PRICE OF PROJECT:</b>	<b>EMAIL :</b>
<b>PROJECT ADDRESS:</b>	<b>CONTACT ADDRESS:</b>
<b>TOWNSHIP:</b> _____	<b>CONTRACTOR:</b> _____

UNDER PENALTY OF INTENTIONAL MISREPRESENTATION AND/OR PERJURY, I, \_\_\_\_\_, declare that I have examined and/or made this application and it is true and correct to the best of my knowledge and belief. I agree to construct said improvement in compliance with all provisions of the applicable State of Ohio laws and/or building codes and Mahoning County resolutions. I am the owner or I have been given authorization from the property owner to obtain this permit. I realize that the information that I have affirmed hereon forms a basis for the issuance of the permit herein applied, and shall not be construed to allow any construction upon said premises or use thereof in violation of any applicable State of Ohio/ Federal laws and/ or Mahoning County resolutions or to excuse the owner or his or her successors in title from complying therewith.

I understand that by applying for this permit, the plans and specifications, and the representations therein contained, are made a part of this application. Furthermore, Mahoning County Building Department is requested to issue the appropriate Building Permit. I am consenting to the fees in accordance with the Building Department Fee Schedule; also, the inspection of this property and to the entry onto the property by inspectors of the authority having jurisdiction for the purpose of performing the necessary inspections for the duration of the permit. It is understood and agreed by this applicant that any error, misstatement or misrepresentation of material, fact or expression of material, or any change in the accompanying plans, specifications or structure made subsequent to the issuance of a permit in accordance with this application, without the approval of the Chief Building Official, shall constitute sufficient grounds for the revocation of such permit.

**ALL FEES SHALL BE PAID IN FULL AND ALL DOCUMENTS SIGNED BEFORE A BUILDING PERMIT WILL BE ISSUED**

\_\_\_\_\_  
\* Signature of Owner or Owner's Agent

\_\_\_\_\_  
Date

**FOR BUILDING DEPARTMENT USE ONLY**

DATE APPLICATION RECEIVED: \_\_\_\_\_ PERMIT TECH \_\_\_\_\_  1<sup>ST</sup> REMINDER \_\_\_\_\_  2<sup>ND</sup> REMINDER \_\_\_\_\_

INSPECTION DATE: \_\_\_\_\_ INSPECTOR: \_\_\_\_\_ *ATTACH INSPECTOR CHECKLIST*

\_\_\_\_\_  
NOTIFY APPLICANT MINOR ALTERATION PERMIT IS APPROVED WITH THE FOLLOWING INSPECTIONS:

BUILDING/ HVAC  PLUMBING  FIRE DEPARTMENT  ELECTRICAL  FIRE SUPPRESSION  OTHER \_\_\_\_\_

\_\_\_\_\_  
CERTIFICATE OF OCCUPANCY ONLY, NO CHANGE IN PREEXISTING USE

\_\_\_\_\_  
SCOPE OF WORK REQUIRES OHIO BUILDING CODE PLAN APPROVAL

**CHIEF BUILDING OFFICIAL APPROVAL:** \_\_\_\_\_ **DATE** \_\_\_\_\_

Mahoning County Building Department, 50 Westchester Dr. Room 201, Youngstown OH 44515  
Phone 330-270-2894 Fax 330-270-2898 www.mahoningcountyoh.gov