



Building and Zoning Permit Application Instructions

Before You Begin

1. **Gather materials for application.** Review the following pages for the information required for a complete application.
2. **We encourage you to apply online using bsaonline.com.**
 - > You will need to upload electronic plans, if applicable.
 - > BS&A Online allows you to track your application as it navigates the approval process.
 - > Contractors and design professionals will need to create an account and request a PIN to use bsaonline.com, which staff can provide during normal business hours. Homeowners do not need to create an account.
 - > Reviewers may request printed plans if necessary.
3. **Payment options:** The City does not accept up-front payments for permits. We will assess fees during review and provide you an invoice to pay upon approval. The City accepts checks, Visa, Mastercard, Discover, e-checks, and cash. At this time, the City does not accept online payments, but you can pay over the phone with a credit card and e-check, or pay with any of the methods listed above in-person at the Municipal Building.

Questions?

Call (513) 524-5204 or email commdev@cityofoxford.org.

Table of Contents

Before You Begin	1
Questions?	1
Apply	3
Apply Online	3
Apply In-Person or by Mail	7
Application Requirements	7
General Information	7
Work in Historic Districts	8
Building Codes	8
Permit Review, Issuance, and Fees	8
Inspections	8
Certificate of Code Compliance	8
Fees	9
Division of Zoning Fees	9
Building Department Fees	9
Service Department Fees	11
Division of Fire Fees	15
Contact Us	15

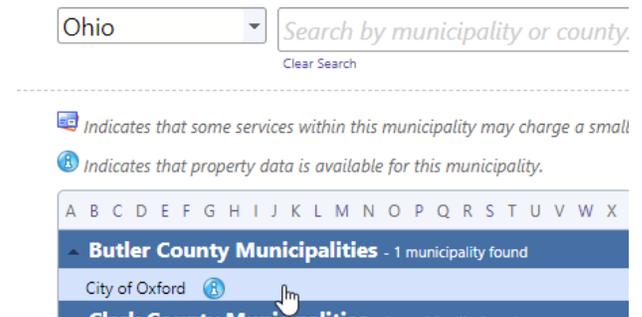
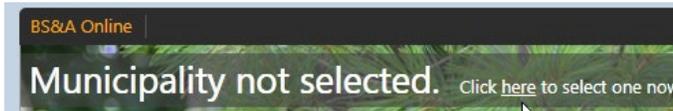
Apply

Apply Online

Instructions for applying in-person or by mail are available on page 5.

Open a web browser and go to **bsaonline.com**. You will need to select the City of Oxford from the Municipal Directory.

Change the state to Ohio then select City of Oxford under Butler County Municipalities.



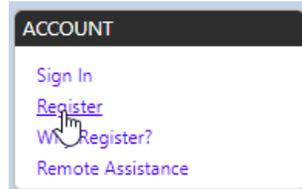
Your screen should look similar to the one below.



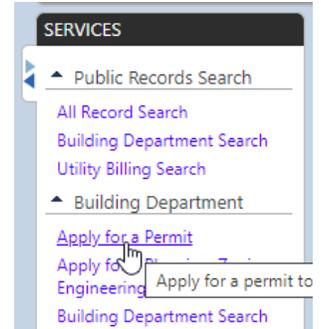
Instructions for Contractors and Design Professionals

Find instructions for **homeowner applicants** on page 4.

Click Sign In in the lower left corner. If you have not signed up for an account yet, click Register. New registrants will have to request a PIN from the City of Oxford Community Development Department by calling 513-524-5204.



After you register and receive your PIN, you can begin the application by clicking Apply for a Permit. Follow the instructions on the screen. You may need to sign in first.



STEP 1: SELECT A PROPERTY

You can search by Address, Parcel Number, or Owner Name.

Owner Name	Address	Parcel Number
Oakland County	100 Conversion Property, Novi, MI 48375	00-00-00-000-000

STEP 2: ENTER PERMIT DETAILS

Choose the permit type, input the work description, and select the Basic Usage, if applicable.

STEP 3: ENTER APPLICANT INFORMATION

Verify your contact information and choose the parties to receive e-mail notifications when the permit status changes.

STEP 4: ESTIMATE FEES

The City of Oxford will calculate fees during application and plan review, so BS&A Online will show the values as zero. You can skip this step.

Fee Description	Details	Quantity	Total Fee
Application Fee	Enter quantity:	1	\$30.00
BOCA Review	Enter quantity:	0	\$0.00
Contractor Registration	Enter quantity:	1	\$15.00
Inspection - Final	Enter quantity:	0	\$0.00
No additional fees found.			
Total Estimated Fees:			\$45.00

STEP 5: ATTACHMENTS

Some permit types may require attachments for plans and documentation for the permit application.

Select a Property 1 Conversion Property	Enter Permit Details Electrical: Work Description	Enter Applicant Information	Estimate Fees Estimated Amount: \$2.00	Add Attachments
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Step 5: Add Attachments

If you have any files or attachments that will be required for the approval of your Permit (required plan documents or other relevant materials) click the button below to browse your computer and attach them to your application. Please note: If you fail to submit required plan documents, your application may be delayed or denied.

SUCCESSFUL PERMIT APPLICATION

You will receive a summary confirmation screen at the end of the permit application indicating a successful application.

 **Application Submitted Successfully**

Your application is awaiting review by building department staff. You will receive an email notice when the application has been processed.

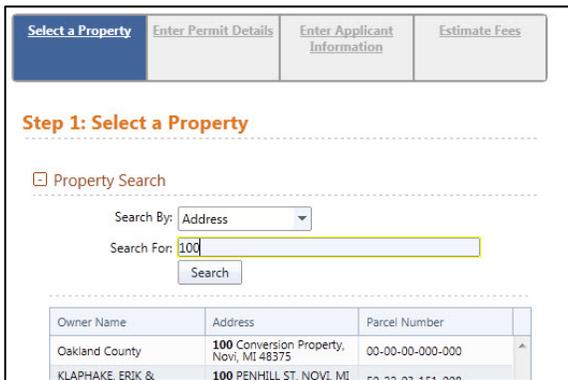
Application Date: 02/10/2014
Permit Type: Electrical
Email Address: bscontractor@bsa.com
Address: 1 Conversion Property
Parcel Number: 00-00-00-000-000
Total Estimated Fees: \$2.00
This amount is subject to change based on permit application review or subsequent inspections.

Instructions for Homeowners

Find instructions for **contractor and design professional applicants** on page 2. Homeowners do not need to create an account to apply for a permit.

STEP 1: SELECT A PROPERTY

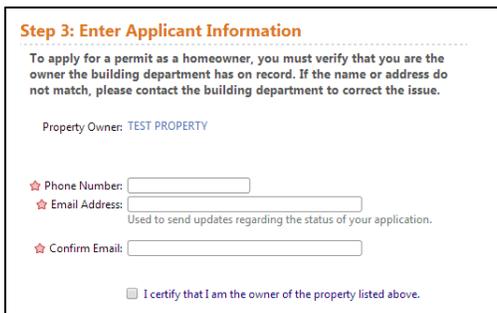
You can search by Address, Parcel Number, or Owner Name.



The screenshot shows the 'Select a Property' step of the permit application process. At the top, there are four tabs: 'Select a Property' (active), 'Enter Permit Details', 'Enter Applicant Information', and 'Estimate Fees'. Below the tabs, the heading 'Step 1: Select a Property' is displayed. Underneath, there is a 'Property Search' section with a dropdown menu for 'Search By' set to 'Address'. A text input field for 'Search For:' contains the number '100', and a 'Search' button is located below it. At the bottom, a table lists search results with columns for 'Owner Name', 'Address', and 'Parcel Number'. The first row shows 'Oakland County' with the address '100 Conversion Property, Novi, MI 48375' and parcel number '00-00-00-000-000'. A second row is partially visible with 'KLAPHAKE, ERIK &' and '100 PENHILL ST. NOVI, MI'.

STEP 3: ENTER APPLICANT INFORMATION

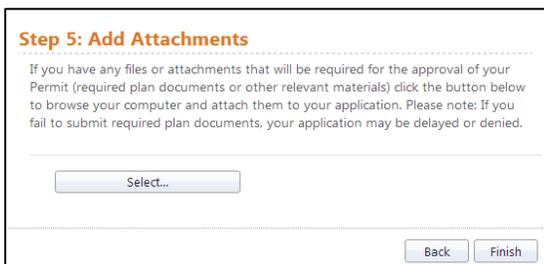
Verify your contact information and choose the parties to receive e-mail notifications when the permit status changes.



The screenshot shows the 'Enter Applicant Information' step. The heading is 'Step 3: Enter Applicant Information'. A note states: 'To apply for a permit as a homeowner, you must verify that you are the owner the building department has on record. If the name or address do not match, please contact the building department to correct the issue.' Below this, the 'Property Owner:' is listed as 'TEST PROPERTY'. There are three contact fields: 'Phone Number:', 'Email Address:', and 'Confirm Email:'. The 'Email Address:' field has a sub-note: 'Used to send updates regarding the status of your application.' At the bottom, there is a checkbox labeled 'I certify that I am the owner of the property listed above.'

STEP 5: ATTACHMENTS

Some permit types may require attachments for plans and documentation for the permit application.



The screenshot shows the 'Add Attachments' step. The heading is 'Step 5: Add Attachments'. A note states: 'If you have any files or attachments that will be required for the approval of your Permit (required plan documents or other relevant materials) click the button below to browse your computer and attach them to your application. Please note: If you fail to submit required plan documents, your application may be delayed or denied.' Below the note is a 'Select...' button. At the bottom right, there are 'Back' and 'Finish' buttons.

STEP 2: ENTER PERMIT DETAILS

Choose the permit type, input the work description, and select the Basic Usage, if applicable.



The screenshot shows the 'Enter Permit Details' step. The heading is 'Step 2: Enter Permit Details'. At the top, there are four tabs: 'Select a Property', 'Enter Permit Details' (active), 'Enter Applicant Information', and 'Estimate Fees'. Below the tabs, the heading '100 PLEASANT COVE DR' is visible. The main text asks to 'Enter the type of permit for which you wish to apply:' with a dropdown menu set to 'Building Residential'. Below that, it asks to 'Please describe the work to be done in detail:' with a large text input field containing the placeholder 'Enter Work Description Here...'. At the bottom right, there are 'Back' and 'Next' buttons.

STEP 4: ESTIMATE FEES

The City of Oxford will calculate fees during application and plan review, so BS&A Online will show the values as zero. You can skip this step.



The screenshot shows the 'Estimate Fees' step. The heading is 'Step 4: Estimate Fees'. A note states: 'Estimate your permit fees by filling out the below information as accurately as possible. Note that the fees will be reviewed by department personnel, and appropriate adjustments may be made.' Below the note is a table with columns for 'Fee Description', 'Details', 'Quantity', and 'Total Fee'. The table contains the following data:

Fee Description	Details	Quantity	Total Fee
Application Fee	Enter quantity:	1	\$30.00
BOCA Review	Enter quantity:	0	\$0.00
Contractor Registration	Enter quantity:	1	\$15.00
Inspection - Final	Enter quantity:	0	\$0.00

Below the table, it says 'No additional fees found.'

SUCCESSFUL PERMIT APPLICATION

You will receive a summary confirmation screen at the end of the permit application indicating a successful application.



Apply In-Person or by Mail

Fill in the Application Form PDF using the free Adobe Acrobat Reader DC¹, Acrobat, or Apple Preview, or print and fill in using a pen. We *do not* recommend using Google Chrome browser to fill in the application. Mail or drop off your completed application and required materials to:

Community Development Department
15 South College Avenue
Oxford, OH 45056

The Municipal Building offers free parking off the rear alley. The Community Development Department is located on the first floor.

Application Requirements

To ensure quick processing, submit a complete application, including the following:

- Printed residential application: Submit 5 sets of building plans
- Printed commercial application: Submit 6 sets of building plans
- All building and lot plans must be drawn to scale
- Engineering plans must be on standard 24x36" sheets
- The Site Plan must show all structures, lot dimensions, distances from structures to all lot lines, parking, screening, location of existing and proposed water and sewer laterals and other required elements
- If the building(s) are to be set on or near minimum distances from the lot lines, you must submit a Site Plan drawn by a Registered Surveyor
- For rooftop furnace or AC units, you must include existing and proposed unit weights with the application

General Information

- **Do not** begin building construction until you have paid for and received an approved permit. If you begin work without a permit, the City of Oxford will issue a Stop Work Order and you may be subject to a citation.
- **Work Requiring a Building Permit** - The City of Oxford requires permits for all new buildings and structures, alterations, additions, remodeling, fences, demolitions, changes in use, or other activities connected to construction or development.
- **Not Requiring a Building Permit** - The City of Oxford does not require permits for siding, landscaping (other than retaining walls), painting, wallpapering for maintenance purposes and storm/screen windows/doors; where the value of the building improvement does not exceed \$600.00. No building permit shall be required unless an inspection is required, in which case the fee shall be \$20.00.

¹ Download Adobe Acrobat Reader DC for free at <https://adobe.com/reader>. Uncheck the Optional offers.

Work in Historic Districts

Visible exterior work on buildings in historic districts requires a Certificate of Appropriateness (COA) from the City of Oxford Historic and Architectural Preservation Commission, even if a building permit is not required. Projects such as roof surface replacement, exterior repainting and front door replacement are common projects that require a COA. The COA process takes a few days for minor projects. Other more extensive repairs and replacements that require a building permit can be coordinated upon permit application submittal. Call the Community Development Department at 513-524-5204 with any questions, or visit cityofoxford.org/hapc to learn more **before** commencing work.

Building Codes

The City of Oxford enforces a model residential building code and its own zoning code, as well as related electric, fire and mechanical codes. The Residential Code of Ohio (RCO) applies to one-, two- and three-family dwellings, and accessory structures. The Ohio Building & Mechanical Codes and National Electrical Code (OBC) apply to the construction of dwellings with more than three units, or commercial and industrial structures. Call NIC at 513-524-5205 if you have questions about the Building Codes.

Permit Review, Issuance, and Fees

- We will contact the applicant if reviewers require resubmittals and when the permit is ready for payment and issuance.
- You will pay fees when the permit is approved and ready for issuance.

Inspections

Permit recipients are responsible for scheduling inspections at least 24 hours in advance. Recipients will receive scheduling instructions at the time of permit issuance.

Certificate of Code Compliance

This application constitutes a request for a Certificate of Code Compliance, for buildings/structures authorized under RCO or OBC. The certificate confirms you did the work in accordance with approved plans. The City will issue the Certificate of Code Compliance after the project passes all required inspections including electrical, building, plumbing, or any other required by code.

Fees

Established by City of Oxford Codified Ordinances Chapter 1320 and updated through the 2020 Fees and Charges (Ordinance 3541)².

SF = square feet

Division of Zoning Fees

Administrative Zoning Review Item	Fee
Building accessory or minor improvement, including shed, fence, and temporary tent – residential	\$50.00
Building accessory or minor improvement, including shed, fence, and temporary tent – commercial	\$100.00
One- or two-family residential – New home	\$100.00
One- or two-family residential – Existing	\$50.00
Three-family or more residential	\$50.00 per unit
Commercial (existing and new)	\$200.00 per unit
Resubmittal (third and each subsequent resubmittal/revision)	\$100.00 per resubmittal
Signs	\$25.00 plus \$1.00 per SF per side, per sign
Sign face change	\$25.00 per face
Site work permit	\$200.00 plus \$10.00 per acre
Zoning approval extension	\$50.00

Building Department Fees

One-, Two-, and Three-Family Dwellings and Accessory Buildings (Residential Code of Ohio)

RCO Item	Fee
Building – 1-family/2-family/3-family – new/addition/alteration/remodel	\$100.00 plus \$0.30 per SF
Mechanical (HVAC) – new/addition/alteration/remodel	\$80.00 plus \$0.04 per SF
Electrical - new/addition/alteration/remodel	\$80.00 plus \$0.04 per SF
Second and each subsequent plan review (1/4 hour increments)	\$60.00 per hour
Minor alteration (per each type of building, electrical, or mechanical permit)	\$75.00
Accessory structure: awning, deck, shed (Accessory building under 200 SF does not require Building review)	\$80.00 plus \$0.15 per SF
Furnace or air conditioner replacement	\$80.00 per unit
Heat pump	\$80.00
Gas piping	\$75.00
Geothermal trench/pressure test	\$75.00 per inspection
Electrical service upgrade/new/reconnect	\$70.00
Electric for swimming pool (in-ground/above ground bonding/wiring)	\$90.00
Demolition	\$75.00 per structure

² You can download 2019 Fees and Charges (Ordinance 3496) at cityofoxford.org/fees.

RCO Item	Fee
Industrialized unit – foundation only (does not include electrical service, decks, porches, garages, or other add.)	\$125.00
Roof replacement or structural change	\$50.00
Partial permit (where granted)	\$50.00
Temporary Certificate of Occupancy (30 days)	\$150.00
Certificate of Occupancy	\$50.00
Occupying without a Certificate of Occupancy	\$250.00
Permit extension if approved	\$100.00
Copy plans and re-stamp	\$50.00 plus copy cost – estimate provided
Re-Inspection (Third and each subsequent inspection for the same permit)	\$75.00
Non-permit inspection request	\$75.00
Out of normal hours inspection	\$125.00 per hour/3 hour minimum
Swimming pool (greater than 24” deep)	\$90.00
Solar array	\$80.00 plus \$5.00 per panel
Temporary supply	\$70.00
Temporary Tent 400-699 SF with sides	\$75.00 plus \$0.10 per SF
Temporary Tent 700 SF or more with or without sides	\$75.00 plus \$0.10 per SF
Fence over 6 feet tall	\$40.00
Work Without Permit	Doubled permit fee
Change of Building Plans (after approval)	\$50.00 plus \$60.00 per hour
Ohio Board of Building Standards Residential Surcharge ³	1% of all fees above

Commercial Buildings (Ohio Building Code)

OBC Item	Fee
Building (except multi-family)	\$200.00 plus \$0.15 per SF
Building (multi-family)	\$200.00 plus \$0.20 per SF
Mechanical (HVAC)	\$200.00 plus \$0.05 per SF
Electrical	\$200.00 plus \$0.05 per SF
Minor alteration (per each type of permit: building, electrical, mechanical, etc.)	\$100.00
Fire suppression system (all suppressed areas)	\$250.00 plus \$0.065 per SF
Kitchen exhaust hood	\$250.00
Hood suppression system	\$250.00 plus \$50.00 for each additional unit
Underground fire line	\$250.00 plus \$0.065 per linear foot
Fire alarm system	\$250.00 plus \$6.50 per device
Plan review (1/4 hour increments)	\$80.00 per hour
Revision to approved plan	\$100.00 plus plan review
Demolition	\$100.00 per structure
Roof replacement	\$250.00
Storage rack system	\$250.00 plus \$0.015 per SF

³ Mandated by Ohio Revised Code, 4101:8-1-03

OBC Item	Fee
Furnace or air conditioner replacement	\$150.00 plus \$50.00 per each additional unit
Geothermal trench/pressure test	\$100.00 per inspection
Solar array	\$200.00 plus \$5.00 per panel
Industrialized unit	\$200.00 plus \$0.015 per SF
Partial permit (where granted)	\$100.00
Temporary Certificate of Occupancy (30 days)	\$350.00
Certificate of Use and Occupancy (not associated with building permit)	\$250.00
Certificate of Occupancy (with a permit)	\$100.00
Re-inspection (for third and each subsequent inspection for same permit)	\$100.00 per inspection
Non-permit inspection request	\$150.00
Out of normal hours inspection	\$125.00 per hour/3 hour minimum
Permit extension, if approved	\$100.00
Temporary supply	\$80.00
Change of building plans (after approval)	\$50.00 plus \$100.00 per hour
Fuel storage tank	\$75.00 per tank
Temporary structure, including tents	\$75.00 plus \$0.10 per SF
Awning	\$75.00
Sign	\$125.00 without electric; \$150.00 with electric
Fence (over six feet tall)	\$50.00
Work without a permit	Doubled permit fee
Gas piping	\$75.00
<i>Ohio Board of Building Standards Commercial Surcharge⁴</i>	<i>3% of all fees above</i>

Service Department Fees

Water Service

Water Service Item	Fee
Temporary meter deposit (hydrant connection)	
5/8"	\$520.00
2"	\$1,665.00
Daily set up and removal of device	\$106.00
Cost of water by volume (temporary meter)	\$3.50 per 100 cubic feet
Temporary Water Service for new construction through an approved meter pit device prior to meter installation:	
5/8 x 3/4"	\$68.00
1"	\$175.00
1 1/2"	\$353.00
2"	\$570.00
3"	\$1,140.00
4"	\$1,770.00
6"	\$3,550.00
Bulk Water Service(Requires new account fee for service. Sanitary fees in effect for water entering sanitary system. Service available under the authority of the Service Director or his/her designee)	\$3.50 per 100 cubic feet

⁴ Mandated by Ohio Revised Code 4101:2-1-50(b)

Water Service Item	Fee
Account Initiation Fee	\$50.00 (50% Water, 50% Sewer)

Water Rates

See page 7 of 2020 Fees and Charges (Ordinance 3541)⁵ for water rates.

Water Rate Item	Fee
Irrigation Meter	At cost to City
Irrigation Meter repair	\$5.00 plus costs

Water Tap In

Water Tap In Item	Fee
Based on tap size (inch):	
1"	\$2,650.00
2"	\$3,020.00
4"	\$3,710.00
6"	\$4,590.00
8"	\$6,925.00
10"	\$9,550.00
12"	\$10,950.00
Outside city limits	35% added to amounts above
Separate meter pits	Time and materials
Meter vault and Lid (based on meter size)	\$535.80 each additional (maximum of 4 pits per residential tap)
5/8 & 3/4" - one included in tap fee	
3" and greater installed by the contractor at developer's expense	

Water Meter

Water Meter Item	Fee
Based on tap size (inch):	
5/8 & 3/4"	\$325.00
Ally Remote Meter & Valve Assembly	\$616.00
1"	\$400.00
1 1/2"	\$1,680.00
2"	\$1,905.00
3"	\$2,450.00
4"	\$4,080.00
Greater than 4"	Cost to City plus 10% administrative fee

Water Capacity Benefit Charges

Water Capacity Benefit Item	Fee
Meter size (inch):	
5/8 & 3/4"	\$1,680.00
1"	\$4,350.00
1 1/2"	\$8,760.00
2"	\$14,200.00
3"	\$28,250.00
4"	\$44,050.00

⁵ You can download 2020 Fees and Charges (Ordinance 3541) at cityofoxford.org/fees.

Water Capacity Benefit Item	Fee
6"	\$88,330.00
8"	\$141,270.00
10"	\$203,400.00
Fifty percent of the required capacity benefit charge will become due for all lots platted at time of recording. The remaining fees will become due with application for a building permit.	
Interest rate on past due capacity benefit permits unpaid after 30 days	Highest rate allowable by law

Other Water-Related Fees

Other Water-Related Item	Fee
New construction initial water inspection	\$50.00
Re-inspection of failed work	\$50.00
New water main chlorination/disinfection inspection	\$150.00
New water main valve operation/and line flushing	\$150.00
New water main hydrostatic testing	\$100.00 per test
New water main bacteria sampling/testing	\$150.00 per event (includes laboratory fees)
Water main installation inspection/outside normal working hours	City cost for inspection expense
Fire hydrant flow testing	\$100.00 per hydrant test
Backflow prevention permit	\$25.00
Damage to City facilities	Repair cost plus 40%

Sanitary Sewer Rates

See page 10 of 2020 Fees and Charges (Ordinance 3541)⁶ for sanitary sewer rates.

Sanitary Sewer Capacity Benefit Charges

Sanitary Sewer Capacity Benefit Item	Fee
Meter size (inch):	
5/8 & 3/4"	\$1,680.00
1"	\$4,350.00
1 1/2"	\$8,760.00
2"	\$14,200.00
3"	\$28,250.00
4"	\$44,050.00
6"	\$88,330.00
8"	\$141,270.00
10"	\$203,400.00
Fifty percent of the required capacity benefit charge will become due for all lots platted at time of recording. The remaining fees will become due with application for a building permit.	
Interest rate on past due capacity benefit permits unpaid after 30 days	Highest rate allowable by law

Other Sanitary Sewer-Related Fees

Other Sanitary Sewer-Related Item	Fee
New construction initial sanitary inspection	\$50.00
Re-inspection of failed work	\$50.00
Inspection of existing sanitary lateral repairs	\$50.00

⁶ You can download 2020 Fees and Charges (Ordinance 3496) at cityofoxford.org/fees.

Other Sanitary Sewer-Related Item	Fee
Sanitary sewer cleaning (jet truck)	\$295.00 per hour (1 hour minimum)
Sanitary sewer main video inspection	\$295.00 per hour (1 hour minimum)
Sanitary lateral video inspection	\$295.00 per hour (1 hour minimum)
Sanitary sewer manhole inspection (vacuum method)	\$50.00 per manhole
Staff monitoring of private contractor video inspection	\$25.00 per hour (2 hour minimum)
Sanitary sewer low pressure air test (per city specs)	\$25.00 per test section
Sanitary sewer main construction (inspection beyond normal working hours - overtime expense)	Cost to city
Sanitary sewer Lift Station District Surcharge	Charge 50% surcharge to volume fee
Locating service for private sanitary lateral	\$295.00 per hour (1 hour minimum)
Non-compliance causing blockage or damage to City facilities	Response or repair cost plus 40%
Special wastewater discharge application (tank pumping, groundwater, etc.)	\$25.00
Special wastewater contaminated discharge treatment (Acceptable analytical data required for special waste)	\$0.10 per gallon
Damage to City facilities	Repair cost plus 40%

Refuse Service

See pages 9 through 12 of 2020 Fees and Charges (Ordinance 3541)⁷ for the complete refuse and recycling fee matrix.

Engineering Division Fees

Engineering Division Item	Fee
Water and sanitary sewer improvement specifications	\$30.00
Storm water management design	\$25.00
Digital city standard drawings	\$15.00 per compact disc
Plans and specifications sales	\$20.00 to \$500.00, dependent on size of project
Document handling/forwarding fee to regulating agencies	\$25.00
Engineering plan review for revisions after 2 nd submittal	\$100.00 per submission

Street Division Fees

See page 13 of 2020 Fees and Charges (Ordinance 3541)⁷ for the complete list of Street Division fees.

Street Division Item	Fee
Street cut surface repair - April through November:	
Up to 40 SF (or 40 linear feet of curb totaling less than 40 SF)	\$128.00
More than 40 SF	\$128.00 plus \$3.20 per additional SF
Street cut surface repair – December through March	Add 50% to above costs
Brick street repair	\$30.00 per SF
Sidewalk Curb Gutter Permit	\$25.00
Work without a permit in right-of-way (starting construction or work without permit)	Greater of \$200.00 or twice the cost of permit

⁷ You may download the complete 2020 Fee Ordinance at cityofoxford.org/fees.

Street Division Item	Fee
Street Tree Permits	No charge
Removal of hazardous trees from private property	At cost to city plus 5% Administrative fee
Street Spills	Cost of time and materials for cleanup plus 10% administrative fee
Street Signs	Cost of labor/materials used plus 10% administrative fee
Damage to City Facilities	Cost to City plus 40%

Division of Fire Fees

Administrative Zoning Review Item	Fee
Failure to show for scheduled inspection	\$75.00
Building Plans Review	\$100.00
Fire Suppression Plans Review	\$100.00
Underground Fire Line/Fire Dept. Connection	\$75.00
Fire Alarm Plan Review	\$100.00
Tent Plan Review/Inspection	\$150.00
Demolition	\$50 residential \$100 commercial

Contact Us

Questions? Call (513) 524-5204 or email commdev@cityofoxford.org.