

ORDINANCE NO. 2026- 8

AN ORDINANCE AMENDING CHAPTER 1337 OF THE CODIFIED ORDINANCES OF THE CITY OF WILLOWICK, OHIO, TITLED “PERMITS AND FEES;” SPECIFICALLY, AMENDING SECTIONS 1337.01, TITLED “SCHEDULE OF FEES” AND 1337.05, TITLED “PERMIT RETURN; EXPIRATION” AND DECLARING AN EMERGENCY.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF WILLOWICK, COUNTY OF LAKE, STATE OF OHIO:

Section 1. Chapter 1337 of the Codified Ordinances of the City of Willowick, Ohio titled “PERMITS AND FEES;” specifically, Section 1337.01 “SCHEDULE OF FEES” is hereby amended to read and provide as follows:

SCHEDULE OF FEES

	<u>FEE</u>
	<u>FEE</u>
(c) <u>Building.</u>	
(1) <u>All new single unit buildings.</u>	
A. Flat fee for the first 1,100 square feet	\$ 250.00
B. Additional fee for each 100 square feet or fraction thereof in excess of 1,100 square feet	10.00
(2) <u>For each dwelling unit and/or suite in new multi-unit building.</u>	
A. Flat fee for the first 900 square feet for each and every unit and/or suite	250.00
B. For each additional 100 square feet or fraction thereof in excess of 900 square feet of each and every unit and/or suite	10.00
(3) <u>Additions.</u>	
A. Up to 300 square feet of additional floor area	100.00
B. For each 25 square feet or fraction thereof in excess of 300 square feet	5.00

	<u>FEES</u>
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(4) <u>All alterations.</u>	
A. Up to \$3,000 valuation	\$75.00
B. For each \$1,000 of valuation or fraction thereof in excess of \$1,000	\$5.00

(5) <u>Accessory buildings.</u>	
A. Tool sheds	40.00 45.00
B. Residential garages	80.00
Note: No garage shall be constructed in excess of 576 square feet; no garage shall be in excess of one-story, or in excess of 15 feet at its highest point, unless a subdivision plan provides otherwise. A garage shall be located as determined by the Building Inspector unless located by the City Board of Zoning Appeals.	
(6) <u>Roofing, siding, gutters and downspouts.</u> The basic fee for permits for the installation of roofing, siding, gutters and downspouts or as an addition to or alteration of an existing structure shall be as follows:	
A. Roof	50.00
B. Siding	50.00
C. Gutters and Downspouts	25.00
(7) <u>Fences.</u>	
A. For the first 100 lineal feet	40.00 50.00
B. Each additional 100 lineal feet or a fraction thereof	15.00
(8) <u>Walks, aprons, driveways, curbs, sidewalks and parking lots.</u> The fees for each permit for new construction or replacement of walks, aprons, driveways, curbs, sidewalks, and parking lots shall be as follows:	
A. Residential.	
1. Residential apron	35.00
2. Residential driveway	50.00
3. Service walks	25.00
4. Garage floors	40.00
5. City sidewalks (permit required)	0.00 25.00

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6. Curbs per linear foot	\$2.00
7. Concrete patio	40.00 45.00
8. Sidewalks	20.00 25.00
B. Nonresidential.	
1. Nonresidential aprons under 200 square feet of concrete	80.00
2. Nonresidential apron 200 square feet or more of concrete	80.00
3. Nonresidential parking lot/driveway under 500 square feet of concrete or asphalt	60.00

4. Nonresidential parking lot/driveway 500 square feet or more of concrete or asphalt	80.00
5. Nonresidential private sidewalks	30.00
6. Curbs per linear foot	2.00
7. City sidewalks (permit required)	0.00 25.00
(9) <u>Patios, porches or decks.</u>	
A. Patio or porch without a roof	40.00
B. Patio or porch with a roof	50.00
C. Deck	50.00
D. Deck with a roof	60.00
E. Canopy - deck/porch	30.00
The fees set forth in paragraphs (c)(9)A. or (c)(9)B. hereof do not apply if included in paragraph (c)(1) or (c)(2) hereof as new construction.	
(10) <u>Swimming pools.</u>	
A. In-ground, with plumbing	100.00
B. Above-ground, including inflatable	40.00 50.00
(11) <u>Fireplaces, wood-burning and other stoves.</u>	
A. Permanent interior or exterior fireplace	35.00
B. Wood-burning or other stoves	35.00
(12) <u>Demolition of buildings.</u>	
A. Accessory building	15.00
B. Dwelling, single family	50.00

	<u>FEES</u>
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(13) <u>Moving of buildings.</u>	
A. For moving a building on dollies or rollers over any public street, for each story or ten feet in height.	\$1,000.00
B. For moving a building on a carry-all over any public street or portion thereof	500.00
C. For moving a building without traversing any public street or portion thereof	100.00
D. For moving a building from one location to another on the same lot	50.00
E. Cash deposit to cover cost of inspection during moving operation based upon the Building Inspector's estimate of time required, per hour (refund of excess deposit upon completion of	45.00

removal). The fee provided herein shall be in addition to fees specified in paragraphs (c)(13)A. through (c)(13)D.	
F. The fees herein provided are in addition to any other fees that may be required by a utility company or an appropriate governmental agency.	
(14) <u>Foundation permit.</u>	
A. For constructing footings, foundations or basement or cellar walls in advance of a permit for super structure or in connection with a permit for moving a building for residential single-family units or two-family units.	60.00
B. For construction footings, foundations or basement or cellar walls in advance of a permit for superstructure, \$50.00 per story or \$15.00 per unit and/or suite, whichever is the greater.	
(d) <u>Plumbing and Gas Piping.</u>	
(1) <u>Single-family residential.</u>	
A. Lawn sprinkling systems	50.00
(2) <u>Multi-family residential.</u>	
A. Lawn sprinkling system	100.00

	<u>FEES</u>
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(3) <u>Alterations or replacements.</u>	
A. Basic fee with one fixture	\$10.00
(4) <u>Gas piping.</u>	
A. The basic fee for a permit to install gas piping with one outlet	40.00
B. To which shall be added for each gas outlet which includes hot water tank, clothes dryer, range, stove, fireplace, fireplace igniters, outdoor grills, outdoor lights	5.00
(e) <u>Sewer Piping.</u>	
(1) Permission to construct or repair a sewer connection from a building to the test tee is under the jurisdiction of the Building Inspector. Permission to construct or repair a sewer connection from the test tee to the sewer main is under the jurisdiction of the Service Director. Application for a permit may be made with the Building Inspector who will refer it to the appropriate department.	60.00 70.00
(2) Application for a point of sale sewer permit to locate and pretest test tees must be made with the Building Inspector. If sewer repairs are required as a result of a failed dye test, no additional permit will be required.	

(3) If the test tees have not been previously brought to grade pursuant to Chapter 1353 of the Codified Ordinances of the City of Willowick, a permit shall be required.	60.00 70.00
(f) <u>Heating and Air Conditioning Equipment.</u>	
(1) For each new heating system in a one or two-family dwelling	65.00
(2) For other gas-burning devices that are required to be vented/unvented (gas logs)	35.00
(3) For heating systems in multi-unit buildings, other than two-family dwellings per unit:	
A. For input up to 60,000 BTU	80.00
B. For input in excess of 60,000 BTU	100.00

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(4) For each central plant or station of an air conditioning system	\$65.00
(5) For each replacement of a central heating or air conditioning unit	65.00
(g) <u>Residential Electrical</u>	
(1) New home construction	130.00
(2) Garage or other similar out building	
A. Base	50.00
B. Sub panel	20.00
(3) Additions	
A. Base panel (up to 10 devices)	50.00
B. Additional devices	12.00
C. Main panel	30.00
D. Sub panel	20.00
(4) Residential alterations	
A. Base panel (up to 10 devices)	50.00
B. Additional devices	12.00
C. Main panel	30.00
D. Sub panel	20.00
(5) Miscellaneous electrical repair	
A. Base	50.00
B. Generator	40.00
C. 220 line	30.00
D. 220 sub panel	20.00

E. Temporary light/power	40.00
(h) <u>Nonresidential Marquees Fixed Awnings Entrance Canopies and Similar Structures.</u>	
(1) Up to fifty square feet of horizontal projected area	40.00
To which shall be added: For each square foot of horizontal projected area in excess of fifty square feet	.50
(2) Over fifty square feet of horizontal projected area	60.00
(3) For each retractable awning	20.00
(4) For each temporary canopy or marquee	20.00

	<u>FEES</u>
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(i) <u>Outdoor Signs and Display Structures.</u>	
(1) For each temporary outdoor sign	\$40.00
(2) For each outdoor sign	
A. For face area total of all readable faces up to fifty square feet	30.00
B. Face area total of all readable faces in excess of fifty square feet	60.00
(j) <u>Storage Use or Handling of Hazardous Substances.</u> Permission to store, use or handle hazardous substances is under the jurisdiction of the Fire Division. Application for a permit shall be made with the Building Inspector who will refer it to the Fire Division. The Fire Division shall forward to the Division of Building Department a copy of its inspection reports concerning these substances.	
(k) <u>Certificates of Occupancy.</u>	
(1) A certificate of occupancy shall be issued upon the request of the owner upon the satisfactory completion of a new building or structure, provided, however, that no certificate shall be issued hereunder without the prior written approval of the Building Inspector.	\$ 50.00
(Ord. 85-36. Passed 5-21-85; Ord. 2010-13. Passed 3-23-10.)	
(2) A. A certificate of occupancy shall be required when there is a change in ownership or tenancy of the building, or any part thereof, whether or not alterations have been made or required.	
B. No person shall permit any commercial establishment, as defined in Section 755.01 of these Codified Ordinances, from occupying any building, store, place or office, or parts thereof, within the City, without first receiving written notification from the Building Inspector	

that such commercial establishment has been issued the certificate of occupancy referred to herein.	
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	<u>FEES</u>
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C. No person shall sell, by land contract or otherwise, any interest in any existing building or structure without furnishing the buyer, prior to such sale, with proof that the sewer piping on the subject property from the building to the sewer mains has been tested pursuant to Section 921.11(e) of these Codified Ordinances, and, when escrow has been established, without depositing in escrow, prior to the delivery of possession or transfer of title, a statement from the buyer acknowledging receipt of such proof that the condition of the lateral sewers is in compliance with Section 921.11(e).	\$80.00 90.00
(Ord. 93-14. Passed 4-20-93; Ord. 2010-13. Passed 3-23-10.)	
(3) Duplicate of a certificate of occupancy.	5.00
(Ord. 85-36. Passed 5-21-85.)	
(4) Notwithstanding any other provision of these Codified Ordinances, a license for multi-family dwellings shall be required annually pursuant to Chapter 1333. The fees for the annual issuance of such license shall be according to the following schedule:	
<u>Units</u>	<u>Rate Per Building</u>
3 - 50	\$15.00 20.00 per building plus \$15.00 20.00 for each additional 50 suites plus \$25.00 30.00 per dwelling unit
For each new unit which is initially occupied after July 1 in each year, the initial license fee shall be \$10.00 per building, plus \$10.00 for each additional 50 suites, plus \$10.00 per dwelling unit.	
(Ord. 92-80. Passed 1-5-93.)	

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(5) No certificate of occupancy shall be issued to the new owner of an existing building under favor of paragraph (k)(2) hereof until the applicant for such certificate has produced evidence in the form of a test conducted under the supervision of the City, completed within the two years next preceding the application for an occupancy permit. If a satisfactory test of the house connection on the property for which the application for certificate of occupancy is requested has been performed within the two years next preceding such application, no additional test of such house connection shall be required.	

(Ord. 85-70. Passed 9-2-85.)	
(l) <u>Basement Repair or Waterproofing.</u>	
Repair or waterproofing of basement or cellar walls.	\$50.00 60.00
(m) <u>Failure to Obtain a Permit.</u> There will be a surcharge in addition to the regular permit fee as follows:	
(1) Permit obtained within forty-eight hours of notice by the Building Department	50.00 100.00
(2) Permit obtained after forty-eight hours	75.00 125.00
(3) A forty-eight hour grace period is allowed in the case of a true emergency, i.e. furnace failure or heat loss, emergency repairs or where contractor is working and a neighbor requests similar work to be started after the Building Department is closed for business.	
(4) The Building Inspector may waive the fee in cases deemed to be an emergency.	
(5) Failure to pay late permit fee charges and/or code and/or reinspection charges shall automatically revoke the contractor's registration. The Building Inspector shall send out a notice that if, after five working days, payment has not been made, the contractor's registration shall be revoked by virtue of nonpayment. The contractor, if he or she wishes to continue to do business in Willowick, must show proof of payment of said charges and pay a new registration fee.	

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(n) <u>Fee for Additional Inspection.</u>	
(1) A re-inspection necessary due to incomplete work when and inspection has been called for.	25.00 30.00
(2) Each additional inspection necessary due to incomplete work after re-inspection	\$25.00 30.00
(o) <u>Waiver for Charitable Projects.</u> The Mayor shall have the authority to waive any fee, deposit or charge provided for under this section where the work is being done by volunteers for the betterment of the community as a charitable project. The Mayor shall advise Council of the properties for which fees, deposits or charges have been waived pursuant to this subsection.	
(p) <u>Zoning Review.</u>	
(1) For new single family	50.00 70.00
(2) For new two family	50.00 70.00
(3) For new three family	50.00 70.00
(4) For room additions	25.00 30.00

(5) For interior alteration	25.00	30.00
(6) For patio enclosure	25.00	30.00
(7) For demolition single family	10.00	20.00
(8) For attached garage	15.00	20.00
(9) For detached garage	15.00	20.00
(10) For decks	15.00	20.00
(11) For deck with roof	15.00	20.00
(12) For ramps	15.00	20.00
(13) For swimming pool	15.00	20.00
(14) For a/c unit	15.00	20.00
(15) For generator	15.00	20.00
(16) For sign	25.00	30.00

Section 2. Chapter 1337 of the Codified Ordinances of the City of Willowick, Ohio titled “PERMITS AND FEES;” specifically, Section 1337.05 “PERMIT RETURN; EXPIRATION” is hereby amended to read and provide as follows:

(a) Whenever a permit has expired, pursuant to the applicable provisions of the ~~2013~~ **most current** Residential Code of Ohio, by reason of any attempt by persons other than the person or firm doing the work or the owner for whom the work is being done to enjoin or otherwise prevent by court order the work for which such permit was issued, and application is subsequently made for a permit covering substantially the same structure or work, the fee or fees for such subsequent application may be waived in whole or in part by the Building Inspector.

(b) Notwithstanding the provisions of the applicable provisions of the ~~2013~~ **most current** Residential Code of Ohio, the effective period of building permits issued for the construction of garages in the City shall be one year rather than six months.

Section 3. The existing Sections 1337.01 and 1337.05 of the City’s Codified Ordinances are hereby repealed in that said Section and is suspended by this legislation.

Section 4. All formal actions of this Council concerning the passage of this Ordinance were adopted in an open meeting, and that all deliberations of this Council, or any of its Committees, which resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Chapter 107 of the Codified Ordinances and Section 121.22 of the Ohio Revised Code.

Section 5. This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, welfare and dignity of the residents of the City of Willowick and therefore shall be in full force and take effect immediately upon its passage by Council and its approval by the Mayor, or at the earliest period allowed by law.

WHEREFORE, this Ordinance shall be in full force and effect immediately upon its passage by Council and approval by the Mayor.

Adopted by Council _____

Monica Koudela, Council President

Submitted to the Mayor: _____

Approved by the Mayor: _____, 2026

Michael Vanni, Mayor

ATTEST: _____
Alyssa Moran, Clerk of Council