

EXPLANATION OF VILLAGE OF GREENHILLS BUILDING FEES

Greenhills has adopted the Hamilton County Building Fees for determining the cost of permits.

The cost of a permit covers plan reviews, administrative costs, inspections, and State fees.

Here is the process for permitting and inspecting projects:

1. A building permit application is submitted to the Village, at which time a preliminary fee is collected.
2. Building Department administrative staff enter project information into a permit file and forward the permit application with all attached materials to a State Certified Plan Examiner.
3. A State Certified Plan Examiner reviews the submitted project documents for compliance with the applicable State Residential or Commercial Building Code and consults with applicant/contractor to achieve an approved plan. Resubmissions based on the consultations require additional review(s).
4. The Plan Examiner makes recommendations to the Building Official regarding approval of the permit.
5. The Building Official provides the approved materials to the administrative staff of the Building Department to process the application approval and generate the actual building permit.
6. The Village notifies the Applicant of any amount still owed on the permit and informs the Applicant that the permit is ready to pick up, allowing the project to begin.
7. Once the project begins, the Applicant calls the Building Department to schedule inspections. Any type or size of project may include multiple inspections, such as a footing inspection, a framing inspection, electrical inspection, final inspection, etc.
8. A State of Ohio Licensed Building Inspector performs all inspections.
9. Once all inspections have been completed, the Building Department staff will complete the permit paperwork and the Building Official issues a certificate of completion.

Please note that even projects perceived as being “simple” require the same level of review and inspections as larger projects. Every project will have anywhere from 1 to 3 inspections; and sometimes more if they fail an inspection. If more than 6 inspections are required, an extra inspection fee will be charged.