

HIDE-A-WAY HILLS CLUB

RR 1 - BOX 1 - BREMEN OH 43107-9100

(740) 569-4195 or (740) 569-4136

FAX (740) 569-4036

Architectural Control Committee (ACC)

REQUIREMENTS FOR BUILDING PERMIT APPROVAL

PLEASE NOTE: ACC MEETS THE 2ND AND 4TH MONDAYS OF THE MONTH.

FAILURE TO FULLY COMPLETE THE BUILDING PERMIT APPLICATION AND SUBMIT ALL REQUIRED DOCUMENTATION AND FEES WILL RESULT IN THE ENTIRE APPLICATION BEING RETURNED UNPROCESSED. APPLICATIONS WILL NOT BE APPROVED/REVIEWED BY THE ACC PRIOR TO THE SCHEDULED MEETING DATES.

IF YOU HAVE ANY QUESTIONS PRIOR TO SUBMITTING YOUR APPLICATION, PLEASE CONTACT THE HAH OFFICE AT 740-569-4195.

1. All Permit Applications **must** include the following items:
 - a) Type of permit requested (see list below)
 - b) Property information including road/lane and lot number
 - c) If applying for a permit for a new dwelling, also attach a copy of the property deed
 - d) If applying for deck, wharf, home addition, shed, etc. you must attach official plot plan (available at the HAH Office) with location of home and where the new requested construction will be located on such plot plan
 - e) If applying for a roof/color approval permit, you must submit a color sample
 - f) Owner and contractor information and signatures
 - g) Estimated start/finish dates
 - h) Proof of liability insurance per paragraph 200.04 of the HAH Building Code
2. Return the completed Permit Application to the Hide-A-Way Hills Club Office with the full fee required for the type of construction, as shown on the permit application. The ACC cannot review the plans until the fees are paid.
3. Provide one (1) complete set of detailed drawings of the plans for the building and one (1) set of site drawings. New Dwelling permits require two (2) complete sets of detailed and site drawings. The approved drawings and permit issued shall be maintained at the project site.
4. Minimum drawing requirements include, but are not limited to:
 - a) Floor Plans(s) including an overhead view showing all rooms and their intended use including door and window sizes.
 - b) Foundation Plan (side elevation) showing the footings, foundation, floor framing, sidewall framing and roof framing.
 - c) Site drawings indicating grading plan, septic and well locations on an official HAH plot plan (available in the HAH office).
 - d) For safety concerns and to follow the Ohio Residential Building Code, ACC reserves the right to require additional structural drawings.

**HIDE-A-WAY HILLS CLUB
BUILDING PERMIT APPLICATION**

MEMBER NAME: _____ LOT# _____

ROAD/LANE: _____

MAILING ADDRESS: _____

MEMBER CONTACT PHONE/CELL: _____ EMAIL: _____

CONTRACTOR NAME: _____

CONTRACTOR ADDRESS: _____

CONTRACTOR CONTACT PHONE/CELL: _____ FAX: _____

CONTRACTOR EMAIL: _____

DESCRIPTION OF PROJECT: _____

ESTIMATED START DATE: _____ ESTIMATED FINISH DATE: _____

I fully understand that no excavation, construction, or structural alteration, electrical or mechanical installation or alteration of any building, structure, or part thereof and no use of the above shall be undertaken or performed until the permit applied for herein has been approved and issued by the Hide-A-Way Hills Club Architectural Control Committee.

I hereby certify that I am the owner of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent and I agree to conform to all applicable laws of the jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the ACC or the HAH General Manager shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

It shall be the responsibility of the member to secure all permits and comply with all local, county, state and federal building codes and to insure the structural integrity of his or her completed project. The Hide-A-Way Hills Club, its Committee and the Board of Trustees shall not be held liable for any failure, imagined or actual.

FINES FOR NON-COMPLETION OF BUILDING PROJECTS

The fines for non-completion of building projects in the permitted time are as follows unless the member has renewed the permit and paid a new permit application fee.

For dwellings and additions over 350 square feet the fine is \$100.00 per month for up to six months and \$500.00 per month thereafter until construction is completed and a Certificate of Occupancy issued or there is a final site review.

For all other projects the fine for non-completion is \$25.00 per month for up to six months and \$50.00 per month thereafter until construction is completed and there is a final site review.

PERMIT EXCEPTIONS

Emergency repairs caused by weather conditions or acts of nature (trees falling, wind damage, etc.) do not require permits. You are still required to comply with ACC Code regarding color, material, etc.

I HEREBY ACKNOWLEDGE THAT I HAVE READ AND FULLY UNDERSTAND THE ABOVE LISTED INSTRUCTIONS.

Member signature: _____ Date: _____

Contractor signature: _____ Date: _____

**HIDE-A-WAY HILLS CLUB
BUILDING PERMIT APPLICATION**

TYPE OF PERMIT	FEE	CONSTRUCTION DEPOSIT*
SECTION 200.02		
_____ NEW DWELLINGS	\$500.00	\$500.00
_____ ADDITIONS OVER 350 SQUARE FOOT	\$250.00	\$250.00
_____ FIRST PERMIT EXTENSION	NO FEE	
_____ ADDITIONAL PERMIT EXTENSIONS	\$250.00	
_____ ROOF & COLOR APPROVALS	NO FEE	
SECTION 200.05		
_____ ADDITION UNDER 350 SQUARE FEET OR GARAGE	\$100.00	\$250.00
SECTION 200.06		
_____ FENCE	\$ 50.00	
SECTION 300.02		
_____ DRIVEWAY CONSTRUCTION	\$100.00	
SECTION 300.03		
_____ OFF ROAD PARKING	\$ 50.00	
SECTION 400.07		
_____ MISCELLANEOUS CONSTRUCTION	\$ 50.00	
Wharf or Recreational Deck		
Wharf appurtenance – Storage Locker		
Sheds – Car Port – Other		
SECTION 500.01		
_____ SHORELINE EROSION PROTECTION	NO FEE	
SECTION 600.01		
_____ DEMOLITION OF DWELLINGS & GARAGES	\$500.00	
SECTION 600.04		
_____ VARIANCE	\$250.00	

Note: New dwelling permits are valid for twelve (12) months after issuance. All other permits are valid for six (6) months after issuance. The member must notify the HAH office when project is completed and have it viewed by the ACC & General Manager.

***Construction deposits are refunded after final review by ACC & General Manager.**

HAH OFFICE USE ONLY:

Fee Rec'd/CK#: \$ _____ CK# _____ BY: _____ Date Received: _____

Permit Number: _____ Date Issued: _____

ACC COMMITTEE PROJECT APPROVAL

Roofing (colors acceptable) yes no n/a Comments: _____

Paint/Stain (colors acceptable) yes no n/a Comments: _____

Siding (colors acceptable) yes no n/a Comments: _____

ACC Member: _____ Date: _____

ACC Member: _____ Date: _____

ACC Member: _____ Date: _____

ACC Member: _____ Date: _____

ACC Member: _____ Date: _____

Additional Comments:
