



# City of Mentor on the Lake Fees/Deposit Costs

Ordinance 1242.10

## **LARGE PROJECTS**

Large Project Items: Addition, Change of Grade, Garage, New House/New Building

**Please refer to the 'Large Project Process' Section before submitting your Zoning Permit Application**

Required items to submit: Zoning Permit Application - Certified Site Plans (x 2) – Building Plans (x2) - Residential or Commercial Costs

<b>Addition</b>		<i>See Large Projects Section</i>
<b>Alteration</b>	Less than 600 sq. ft.	\$50.00
	600 sq. ft. or Greater	\$100.00
<b>Business License</b>		\$10.00
<b>Change of Grade</b>		<i>See Large Projects Section</i>
<b>Contractor Registration</b>		\$50.00
<b>Decks/Slab Patios</b>		\$50.00
<b>Demolition</b> - Zoning Permit Fee \$75.00/Road Bond Deposit \$100.00		\$175.00
<b>Driveway</b> (Concrete) - Inspection Required. Must be at least 3 ft. from property line		\$50.00
<b>Electrical</b> - A permit from Lake County will also be required		N/C
<b>Engineer Deposit</b>	Residential	\$500.00
	Commercial	\$1,000.00
<b>Excavation/Waterproofing</b>		\$100.00
<b>Fence</b> - Property line pins must be visible before permit approval.		\$40.00
<b>Fireplace/Pellet Stove/Wood Burner</b>		\$20.00
<b>Garage</b> (Attached/Detached)		<i>See Large Projects Section</i>
<b>Gas</b> - A permit from Lake County will also be required		N/C
<b>HVAC</b> - A permit from Lake County will also be required		N/C
<b>Lot Split Proposal</b>		\$50.00



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<b><u>MEETING FEES</u></b>		
Appeal to Board of Zoning Appeals		\$200.00
Conditional Use Permit		\$225.00
Planning & Zoning Commission Filing		\$200.00
<b>Moving of Building</b>		
On a Carryall on any Public Street or Portion Thereof		\$150.00
On Roller on any Public Street		\$500.00
Without Traversing any Public Street or Portion Thereof		\$50.00
<b>New House/New Building</b>		<i>See Large Projects Section</i>
<b>Plumbing</b> - A permit from Lake County will also be required		N/C
<b>Pool</b> - Must be fenced in.	Above Ground	\$35.00
	In Ground/Permanent Residential	\$50.00
<b>Re-Zoning of a Parcel</b>		\$200.00
<b>Sewer/Water Tap</b>	Each	\$15.00
<b>Shed/Utility Building</b>		\$40.00
<b>Signs</b>	Permanent & Temporary	\$55.00
	Sandwich Board	\$25.00
<b>Street Opening</b>		\$100.00



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## ZONING PERMIT PROCESS FOR LARGE PROJECTS

### Step 1

SUBMIT THE FOLLOWING:

- Zoning Permit Application, filled out in its entirety
- Certified Site Plans & Building Plans (2 copies of each)
- Check/Cash for the following fees/deposit:

Residential Project = \$625.00

Commercial Project = \$1,225.00

\$25.00 Review Fee

\$25.00 Review Fee

\$100.00 Grade Plan Fee

\$200.00 Grade Plan Fee

\$500.00 Engineer Deposit

\$1,000.00 Engineer Deposit

**\*\*\* Please allow up to 3 weeks for the return of your site plans \*\*\*  
Your plans are being reviewed by the City Engineer**

### Step 2

- You will receive a call that your site plans are approved and your zoning permit is prepared
- You may now pick up your approved site plans and zoning permit. You will need to bring check/cash for the Zoning Permit Fee and Road Bond Deposit:

#### ○ Zoning Permit Fee

- Addition - \$50.00 (Less than 600 sq. ft.)  
\$100.00 (600 sq. ft. or Greater)
- Change of Grade – No additional fees are needed unless the actual Engineer cost exceeds the original deposit amount.
- Garage – \$50.00
- New House/New Building - \$100.00 (Residential)  
\$0.05 per front foot (Commercial) Minimum Amount of \$100.00

#### ○ Road Bond Deposit

- Addition - \$5.00 per front foot
- Garage - \$5.00 per front foot
- New House/New Building - \$12.50 per front foot (Residential & Commercial)

- Bring your approved site plans and building plans to the Lake County Building Department



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### Step 3

YOUR PROJECT IS COMPLETE:

- Submit the as-built for final zoning approval
- The City Engineer and Zoning Inspector will review the as-built plans to verify the completed project

### Step 4

- You will receive a call that your as-built plans are approved and available for pickup
- Take the approved as-built to Lake County Building Department for final inspection

### Step 5

- Once Lake County Building Department submits it's approved final inspection, your Road Bond and remaining Engineer Deposit funds will be released
- A permanent Occupancy Certificate will be issued by Lake County.