



Building Division Newsletter



IMPORTANT NUMBERS:

Inspection Line: (614) 334-2466

Building Division: (614) 334-2557

Cancellation Line: (614) 604-4737 *

(*text preferred)

STAFF

Mike Merz, Chief Building Official/Inspector

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Mitch Mullens, Deputy Building Official/Inspector

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Candy Thomas, Code Enforcement Officer

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Kristie Harshbarger, City Inspector

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(614) 334-2449

| City of Hilliard - 2018 Holidays – CLOSED- NO INPSECTIONS | | | | | | |
|---|------------------|--------------------|-------------------|---------------------|--------------------|--|
| 1/1/2018 Monday | 3/30/2018 Friday | 7/4/2018 Wednesday | 10/8/2018 Monday | 11/22/2018 Thursday | 12/24/2018 Monday | |
| 2/19/2018 Monday | 5/28/2018 Monday | 9/3/2018 Monday | 11/12/2018 Friday | 11/23/2018 Friday | 12/25/2018 Tuesday | |

Contractor Registration RENEWAL Time!

Attached to the e-mail, you will find the Contractor Registration form for 2018. It is available in PDF or as a Template, so you can type your information. It must be notarized and include a Certificate of General Liability showing City of Hilliard as the Certificate Holder. Electrical, HVAC & Plumbing trades must provide proof of your State License. I’ve also attached the permits that pertain to your trade. Apply before or with your first application for 2018. There is no deadline date.

We are still working on our program, but plan to e-mail your registration confirmation. Print it and keep it with your files. The first Contractors to register may not receive the new confirmation, but we will mail your confirmation if necessary.

Don’t forget to use the **Contractor Login page** to look at your scheduled inspections & the status. Reminder: your permit number begins with a year (i.e. “18-” or “17-”) you will have to use that same year’s registration information (e-mail & contractor number) to view that record. If the confirmation program is successful, I see upgrades in the future for the Contractor page as well.

Inspections

Inspections must be called in **by 2pm** to receive next business day inspection. Inspections recorded **after 2pm on Friday will be scheduled for Tuesday**. The inspection line remains the same; 614-334-2466. If you need to cancel an inspection, text or call 614-604-4737 – this is ONLY for CANCELLATIONS.

Reinspection Fees

Our permits cover the required number of inspections for the job. If for any reason your inspection is NOT approved, you owe the refee (\$75) before we will make another trip to the jobsite. When in doubt, e-mail or call. You can fax over a credit card payment, so you don’t have to make the trip to our office.

**We are CLOSED–NO INSPECTIONS
Friday & Monday 12/22 & 12/25
and Monday 1/1/2018**

**Applications received after
NOON on Thursday, 12/28
are considered 2018 business.**

**Please be patient as our
website is under construction.**
<http://hilliardohio.gov/government/departments/public-service/building-division>
**We are limited as to what we
have authorization to update,
but we’re trying. If in doubt,
please send Jeanne an e-mail.**

CODES:

Residential....RCO 2013

Electrical.....NEC 2014- Residential

Electrical.....NEC 2017- Commercial

Commercial...OBC 2015