



**Building Department**  
**3760 Darrow Road, Stow, Ohio**  
**330.689.2729**

## **Chapter 1**

### **COMMERCIAL / INDUSTRIAL PERMIT INFORMATION**

#### **WHAT IS A PERMIT?**

A permit is a license granting legal permission to start construction of a building project.

#### **TYPES OF PERMITS**

The City of Stow issues the following types of permits:

- Building
- Mechanical (HVAC)
- Electrical
- Engineering
- Water
- Zoning
- Plumbing

Your project may require one or more of the permit types listed above depending on the scope of the work to be performed. If there is a question about whether or not a permit is required contact the Building Department.

Advantages to obtaining a permit include:

- Each phase of construction is inspected and approved for compliance with the code.
- If there is a violation, the inspector may advise on how to correct the problem.
- There may be legal and financial liabilities when work is performed without a permit.

The codified ordinances of the City specify that a permit must be issued when work is to be performed in any of the following areas:

- New buildings or structures
- Additions to buildings or structures
- Accessory buildings and additions thereto

- Alteration and restoration of building and structures
- Electrical system installation
- Mechanical system installation (H.V.A.C.)
- Decks, porches, and enclosures
- Roofing
- Siding
- Fences
- Right-of-way (site work)
- Demolition
- Swimming pools
- Structural retaining walls
- Major repairs

When applying for a permit, construction drawings may be required. The timeframe for plan review and approval depends upon the type of permit being applied for.

### **WHO OBTAINS A PERMIT?**

The property owner / occupant may take out a permit. Otherwise, a registered contractor must obtain the permit. The permit holder is legally responsible for the work for which the permit was issued.

### **PERMIT, PLAN REVIEW FEES**

Permit fees for new buildings, additions, and site improvements are based on the valuation of construction. Plan review fees are also based on estimated value of construction. If work is started prior to obtaining a permit, the penalty is the original permit fee plus an additional 300%. Other permit fees are based on fixed rates and / or estimated cost of construction. A 3% permit fee surcharge is required by the State of Ohio commercial/industrial permits.

### **RIGHT OF WAY BOND**

A bond may be required for work within the City Right-of-Way. The Right of Way bond is refundable upon request after work has been completed, inspected and approved.

### **EXPIRATION OF PERMITS**

Construction must commence within 120 days of the issuance of a permit. A permit will become void if progress as determined by the inspection record,

is suspended for a period of six months or more. For renewal of an expired permit contact the Building Department.

### **CONTRACTORS REGISTRATION REQUIREMENTS**

All contractors are required to be registered with the City of Stow. Applicants must complete a building contractor registration application available at the Building Department counter.

Electrical and Mechanical applicants must also submit a current State of Ohio Certificate of Qualification issued by the Ohio Construction Industry Examination Board.

### **ENERGY CONSERVATION REQUIREMENTS**

Energy Conservation requirements may be found in chapter 13 of the Ohio Building Code (O. B. C.). In order to establish compliance and enforcement, the Building Department requires compliance data for commercial / industrial projects when plans are submitted.

### **PLAN REVIEW**

The Building Department Staff will distribute the plan documents to the appropriate City departments for review. The O. B. C. allows the building department 30 days to review plans however we generally have an initial review completed within 14 days. If additional information is required, the applicant will be contacted. The status of any permit, application, or plan review may be checked by calling the Building Department during normal business hours.

Plans must be prepared by a person knowledgeable of construction, drafting and codes. Typically, that person is an architect or engineer. Plan requirements are outlined in the O. B. C. administrative section (4101: 2-1-19). Plans prepared by a registered design professional in the State of Ohio must be embossed with their seal over an ink signature on the title or first sheet of each set of drawings as well as the title page of bound specifications and other contract documents submitted originally or as revisions.

There are general requirements which may not apply to all situations. The plan requirement and permit sections of this guide will provide any further information you may need about plan requirements.

### **WHEN IS A PERMIT NOT REQUIRED?**

Generally, permits are not required for routine maintenance of existing buildings and structures. If you have a question or are in doubt regarding when a permit may be required, please call the Building Department.

## **ADDRESS NUMBERS**

The Engineering Department issues address numbers.

## **WATER AND SEWER PERMITS**

Sanitary Sewer permits must be obtained from the Summit County Department of Environmental Services prior to the issuance of the Water Permit. Sanitary Sewer permits can be obtained at The Summit County Department of Environmental Services, 2525 State Road, Cuyahoga Falls, Ohio 44223 (330) 926-2409.

Water Permits are issued through the City of Stow Engineering Department and generally take 3-5 days for review and approval. The Water permits, current fees and specifications can be obtained at The City of Stow Engineering Department, 3760 Darrow Road, Stow, Ohio 44224 (330) 689-2719, Monday through Friday (Excluding Holidays), 8 A.M. to 4:30 P.M. (Excluding lunch from 12 P.M. to 1 P.M.).

Both the Sanitary Sewer Permit and Water Permit must be obtained prior to the issuance of a Building Permit for a new building.

## **PLUMBING PERMITS**

Any owner or authorized agent who intends to install, enlarge, alter, repair, remove, convert or replace any plumbing system, or other service equipment the installation of which is governed by the 2005 Ohio Plumbing Code Based on the IPC 2003, or to cause any such work to be done, shall first make application to the City of Stow Building Department (330-689-2729).

- Submit three (3) Plumbing Plans, 1 complete building set and 2 sets of plumbing drawings. Construction documents shall be coordinated and of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the 2005 Ohio Plumbing Code Based on the IPC 2003. Construction drawings shall include information necessary to determine compliance with the plumbing codes. All drawings, documents and specifications submitted shall bear evidence of the designers embossed seal impression, over an ink signature. The rubber stamp or reproducible facsimile version of the seal shall be applied on all pages.

## **WELLS**

Well permits are issued by the Summit County Environmental Health Department, 1100 Graham Road Circle, Cuyahoga Falls, Ohio, (330) 923-

4891. If you are unable to obtain a well permit prior to construction, an affidavit may be required by the Building Department. The affidavit is acknowledgement that drinkable water is required in the dwelling prior to occupancy.

### **LANDSCAPING REQUIREMENTS**

Stow Planning Commission reviews all proposed commercial projects which are presented to the city and evaluates landscape criteria for the project. Typically, foundation plantings are required in order to soften the appearance and create a pleasing environment for the public. Parking lots must be buffered from the street with vegetation appropriate for the site. The City of Stow Planning and Zoning Code, sections 1145.10 and 1185.01 address more specific detail of commercial requirements.

The city requires the developer to post a financial guarantee in the amount of 100% of the estimated cost of the landscape installation, insuring that the project will be completed as approved. This fee is refunded when landscaping is completed. A maintenance guarantee, representing 10% of the landscape cost, is held for one year to assure planting survival. Landscape prints submitted to the city must identify plant material by size and variety, and must be drawn to scale.