



Building Department
3760 Darrow Road, Stow, Ohio
330.689.2729

CHAPTER 7

PLAN REQUIREMENTS FOR CONSTRUCTION PROJECTS

New Construction, One, Two and Three Family Dwellings:

Building Permit Application

Obtained from the Building Department or on the internet at
www.stow.oh.us

Sets of construction drawings including

Index (located on first page of plans), Foundation Plan, Floor Plan, Exterior Elevations and Wall envelope, Cross Sections, Structural Details, Ratings (if applicable) and the following;

Building Systems

Description of the mechanical, plumbing and electrical systems, including: materials; location and type of fixtures and equipment; materials, and sizes of all duct work; location and type of heating, ventilation, air conditioning and other mechanical equipment; and all lighting and power equipment;

Additional information

Additional graphic or text information as may be reasonably required by the residential building official to allow the review of special or extraordinary construction methods or equipment.

Fire Protection System Drawings (if applicable)

\ Construction documents for the fire protection system(s) shall be submitted to indicate conformance with this code and shall be approved prior to the start of system installation.

Manufacturers Installation Instructions

Manufacturers installation instructions, as required by this code, shall be available on the job site at the time of inspection.

Amended construction documents

If substantive changes to the residential building are contemplated after first document submission, or during construction, those changes must be

submitted to the residential building official for review and approval prior to those changes being executed. The residential building official may waive this requirement in the instance of an emergency repair, or similar instance.
4 sets of Topographical Survey (Site Plans).

House Number Slip

Obtained from the Engineering Department.

Water Permit

Obtained through the Engineering Department.

Sewer Permit

Obtained from Summit County Department of Environmental Services.

IECC Compliance

Energy Conservation Compliance Calculations.

For more information on energy conservation, please check the following link: www.energycodes.gov

NOTE: Applications will be reviewed by Engineering, Zoning, Landscaping and the Building Department. Permit applications take approximately 3-5 days to process from the time the information is received. The water permit may be applied for when applying for a building permit. All Contractors must be registered with the City of Stow.

Additions, Accessory Buildings, Porches and Decks

You must submit:

Building Plans: 2 sets of each that should include the following:

- Foundation Plan
- Floor Plan
- Cross Section
- Exterior Elevations
- M.E.C. Calculations, if applicable

Site Plans: 4 sets for an addition.

The plan review process takes approximately 3 - 5 days.

NOTE: A permanent foundation is required for storage sheds over 150 square feet. Storage sheds up to and including 150 square feet may be installed without a permanent foundation. A building permit fee is required for accessory buildings at or in excess of 50 square feet.

Alterations & Conversions

You must submit:

Building Plans: 2 sets of each that should include the following:

- Foundation Plan, if applicable.
- Floor Plan.
- Cross Section.
- Exterior Elevations, if applicable.
- M.E.C. Calculations, if applicable.

Site Plan: 4 sets, if the building footprint is altered.

Siding and Roofing:

Siding and roofing permits are issued over the counter. Plans are not required for these types of permits.

Demolition:

Demolition permits for residential buildings and structures are issued over the counter providing that the structure has never been used commercially. If the structure has been used commercially at any one time, application must be made with the EPA and approval must be granted for demolition before a permit for Razing (Demolition) can be issued.

Plan Submittal Requirements - 1, 2 & 3 Family Dwellings

Plan submittal requirements for One, Two and Three family dwellings have changed with the implementation of the new statewide residential building code. In addition to the general plan requirements outlined in the Guide to Residential Permits (Ch. 7), you are now required to provide a description of the mechanical, plumbing and electrical systems. Plumbing Permits are issued at the City of Stow Building Department. (330-689-2729)

The description shall include: materials; location and type of fixtures and equipment; materials and size of duct work; location and type of heating, ventilation, air conditioning and other mechanical equipment; and all lighting and power equipment. Additional graphic or text information may be required by the building department to allow review of special or extraordinary construction methods or equipment.

The following forms and examples are provided to assist you in detailing and describing your project mechanical systems for plan review and permits. These forms are not the only acceptable method of meeting the above rule and are offered as a guide for your use.

If you have any questions regarding this new requirement, please contact the Building Department at (330) 689-2729 or via email at bldg@stow.oh.us.

[Ohio Res Submittal Form](#) (pdf 71 kB)

[Ohio Res Submittal Electric](#) (pdf 89kB) (SAMPLE FORM)

[Ohio Res Submittal HVAC](#) (pdf 90kB) (SAMPLE FORM)