



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

CHAPTER 1 RESIDENTIAL PERMIT INFORMATION

WHAT IS A PERMIT?

A permit is a license granting legal permission to construct, enlarge, alter, repair, or demolish a dwelling or a structure, or install, alter or repair mechanical, electrical, or plumbing systems within a dwelling or structure.

TYPES OF PERMITS:

- Building
- HVAC
- Electrical
- Plumbing
- Engineering
- Water
- Zoning

Your project may require one or more of these permit types depending on the scope of the work to be performed. Applications may be picked up at the Building Department or online.

Advantages to obtaining a permit for construction include:

Each phase of construction is inspected and approved for compliance with the code.

If there is a violation, the inspector can advise on how to correct the problem.

There may be legal and financial liabilities to the homeowner when work is performed without a permit.

Our codified ordinances specify that a permit must be issued when any of the following is to be performed:

- Residential Structures
- New one, two and three family dwellings
- Additions to one, two and three family dwellings
- Accessory buildings and additions thereto
- Alteration and restoration of residential structures
- Electrical installation
- Mechanical installation (HVAC)
- Decks, porches and enclosures
- Roofing
- Siding
- Fences
- Right-of-way (site work)
- Demolition
- Swimming pools
- Structural retaining walls
- Major repairs or installations
- Plumbing

When applying for a permit, construction drawings may be required. The review period 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 general contractor or subcontractor in the electrical or mechanical trades must obtain the permit. The permit holder is legally responsible for the work for which the permit was approved and issued.

Permit Fees:

Permit fees for residential projects vary from fixed rate fees to fees based on estimated value or square footage. If work is started prior to obtaining a permit, the penalty is the original permit fee plus an additional 300%. To determine your fees, click on permit fees. A 1% permit fee surcharge is required by the State of Ohio for all residential permits.

Right-of-Way Bond:

In addition to a permit fee, a bond may be required for work within the City right-of-way. After the work has been inspected and approved, this bond is refundable upon request.

Street Trees:

A street tree deposit may be required for new residential construction. The City Arborist reviews the Site Plan and approves street tree plantings on curbed streets. A tree planting form is filled out by the Arborist and returned

to the Building Department for processing with the building permit application. A fee will be charged per tree to be planted on the tree lawn. (The tree lawn is the grass area between the sidewalk and the street). The tree fee is based upon the length of street frontage.

Expiration of Permits:

Construction must commence within six months of issuing 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. To renew an expired permit, contact the Building Department.

Contractor Registration Requirements:

Contractors must be registered with the City of Stow by completing a registration application, which may be picked up at the Building Department or online.

Electrical and mechanical contractors must also submit a current State of Ohio Certificate of Qualification issued by the Ohio Construction Industry Examining Board.

Residential Energy Conservation Requirements:

The Ohio Board of Building Standards has adopted energy conservation standards for detached one, two, and three family dwellings in Ohio. These requirements may be found in the Residential Code of Ohio.

In order to establish compliance and enforcement the Building Department requires energy conservation compliance data for residential projects when plans are submitted. If you are not familiar with this requirement, consult with your H.V.A.C. or insulation contractor. Free energy conservation software is available at www.energycodes.gov

Ohio Codes and Standards:

Ohio codes and standards are available for review online at: www.com.state.oh.us/dic/dicbbs.htm.

Ohio codes and standards publications are available for purchase from the International Code Council online at www.ICCsafe.org

Plan Review:

Documents submitted for permits are distributed to various city departments for review. The plan review period generally takes 3-5 working days. If additional information is required, you will be contacted. You can check the status of your application by calling the Building Department.

When is a Permit NOT required?

Generally, permits are not required for routine maintenance of existing structures or dwellings. Some examples are:

- Replacing lumber on a porch or deck
- Replacing windows
- Painting

House Numbers:

Engineering Department issues house numbers for all new one, two and three family dwellings.

Water and Sewer Permits:

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

Water permits are issued through the City of Stow Engineering Department and generally take 3-5 days for review and approval. Water permits, current fees and specifications can be obtained at the City of Stow Engineering Department, Monday through Friday between 8:00 a.m. to 4:30 p.m., (excluding 12:00 p.m. to 1:00 p.m.) or call at (330) 689-2719.

A Sanitary Sewer permit and Water / Well permit are required for the issuance a New Home Building Permit.

Plumbing Permits:

Plumbing permits are issued by the City of Stow Building Department. For any questions, please call 330-689-2729.

Well Permits:

Well Permits are issued by the Summit County Environmental Health Department located at 1100 Graham Road Circle, Cuyahoga Falls, Ohio, 44223, and (330) 923-4891. If you are unable to obtain a well permit prior to construction, an affidavit will be required by the Building Department.

Climatic and Geographic Design Criteria (Stow)

Ground Snow Load (lbs)	20
Wind Speed (mph)	90
Seismic Design Category	B
Weathering	Severe
Frost Line Depth (inches)	36
Termite	Moderate
Decay	Slight to Moderate
Winter Design Temp	0-10 deg F
Ice Shield Underlayment Req.	Yes
Flood Hazards	Firm
Air Freezing Index	1500
Mean Annual Temp.	50