



## **COMMERCIAL PERMIT SUBMISSION PROCEDURE**

### **New Construction, Additions and Alterations**

Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, or change the occupancy or use of a building or structure, or portion thereof, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical, plumbing system, or other building service equipment the installation of which is governed by the Ohio Building Code, or to cause any such work to be done, shall first make application to the Summit County Department of Building Standards (SCDBS) and obtain the required approvals. The following items are required in order to process an application:

1. The **Permanent Parcel Tax Identification Number** which is generally located on the deed or tax bill of the property, or can be obtained at the following locations:  
Summit County Auditor's Office  
175 South Main Street, 3<sup>rd</sup> Floor  
Monday through Friday, 7:30 am to 4:00 pm  
Auditor's Real Estate Division 330.643.2638  
Or via the internet: [http://www.summitoh.net:86/summit/pawsmain\\_real.html](http://www.summitoh.net:86/summit/pawsmain_real.html)
2. A **zoning certificate** from the zoning department of the municipality where the proposed project is located.
3. Depending on the scope of the project, the following **reviews and approvals** may be required before the Summit County Department of Building Standards will issue a permit:
  - Summit Soil & Water Conservation District - 330.929.2871
  - Summit County Health Department – 330.923.4891
  - Summit County Engineer – 330.643.2850
  - Summit County Department of Environmental Services – 330.926.2434
  - Ohio Environmental Protection Agency – 330.963.1145
  - Development Permit (also known as the flood permit), for development in a Special Flood Hazard Area, i.e. flood plain, issued by SCDBS – 330.630.7280
  - Federal Agencies:
    - U.S. Army Corps of Engineers Section 404 (permits for wetlands filling)
    - U.S. Army Corps of Engineers Section 10 (permits for work in navigable waterways)
    - U.S. Coast Guard (permits for bridges and causeways that may effect navigation)
    - U.S. Fish and Wildlife Service (consultations required under Sections 7 and 10 of the Endangered Species Act of 1973)

4. **Submit three (3) sets of construction documents along with the plan review fee,** special inspection and structural observation programs, and other data with each application for approval. 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 Ohio Building Code. Construction drawings shall include information necessary to determine compliance with the building, mechanical, plumbing, electrical, and fire protection codes. All drawings, documents and specifications submitted shall bear evidence of the designers embossed seal impression, over an ink signature to the title or first sheet of bound sets of drawings. All loose sheets or documents shall also bear the embossed seal impression, over an ink signature. The rubber stamp or reproducible facsimile version of the seal shall be applied on all pages.
5. **Additional information** may be required due to any special circumstances or situations that may apply to your project.
6. Upon receipt of a Certificate of Full Plan Approval, or a Certificate of Phased Plan Approval, the applicant is eligible to submit an **application for the permit(s)** required for each discipline involved with the project. The contractor submitting for a permit must be **registered with Summit County** (refer to contractor registration requirements) and submit the permit fee with the application.