

Portage County Building Department  
449 S. Meridian St.  
Ravenna, Ohio 44266  
330-297-3530 / 330-297-3896 fax

Randall E. Roberts  
Director  
330-297-3534  
rroberts@portageco.com

## **COMMERCIAL PROJECTS**

### **Policy – Application – Plan Review – Permit**

#### **Policy . . .**

The Portage County Building Department, is certified by the State of Ohio Board of Building Standards, under the Department of Commerce, to review all plans and issue permits for all Commercial (non-residential) Building, Electrical, Mechanical and related projects, as defined within Sections 105.1 and 106.1 of the Ohio Building Code and Sections 3781 and 3791 of the Ohio Revised Code.

#### **Comments:**

- *Portage County provides a “comprehensive” plan examination by our Master Plans Examiners; therefore, it is our recommendation that the applicant ensure that all code items and requirements are addressed prior to submission to prevent delays.*
- *As defined in Sections 106 and 107 of the Ohio Building Code, all drawings and specifications submitted for review shall be authored by a registered Ohio design professional and the cover page of each shall bear the designers information.*

#### **Initial Application Process . . .**

1. Obtain approval from the local Township or Village Zoning Official, via a Zoning Permit.
2. For the initial submission on a project, the applicant must complete all sections of the **“Application for Non-Residential Plan Review”**. Please make certain to complete both sides of the form and submit the “non-refundable” application fee as indicated, in the space provided. Also required is the **“Commercial Building Permit Application”**. Only the front side of this form is to be completed at the time of submission. NOTE: Other applications will need to be completed based on the initial or subsequent project requirements such as: Electrical, Mechanical, Fire Protection and Signage.
3. Submit the above applications and fees along with four (4) complete sets of construction drawings and specifications in person, by mail or any other delivery method of choice.

#### **Plan Review Process . . .**

1. Upon receipt of all of the above defined components of the application process, the project will be assigned to one of our Master Plan Examiners for a comprehensive plan review. This review process, by Code, is permitted to take up to 30 days, but it is our goal to not use all of this time and return our formal response as soon as possible, to keep the project moving and/or provide information to the applicant to do so.
2. As a courtesy, we will notify the local fire authority and provide them with one set of the submitted plans for their review comments, related to the fire codes.
3. Upon completion, a formal Plan Approval document along with the formal adjudication review will be mailed to the applicant; with copies to the owner, fire authority, and the designer. This Plan Approval document, based on the content of the plan review, will indicate one of the following conditions:

- APPROVED – the project is completely approved and ready for permit issuance.
  - CONDITIONAL APPROVAL – the project has minimal issues to be corrected, completed, or submitted; which can be handled during the course of construction, or normally come from outside agencies, and is therefore ready for permit issuance.
  - PHASED APPROVAL – the applicant must request this in their application process and the exact components of the phased approval (e.g. foundation only) will be listed within the Plan Approval document.
  - NOT APPROVED – the project either has too many review requirements that need corrective action, and/or issues that are at the core of the project, such as the foundation, and issuance of any type of plan approval or permit would be a detriment to the project.
4. As indicated by the various types of Plan Approval conditions listed above, when the project is Approved or Conditionally Approved, an invoice will be included with the mailing to the applicant defining the permit fees based on the technical components of the application + all review fees accrued to date. It will be the applicant's responsibility to have the chosen contractor, come in to the Building Dept and obtain the permit(s) along with the job copies of the approved plans, and submit the payment of the permit fees. NOTE: All contractors who are obtaining permits must be registered with the Portage County Building Dept – see contractor registration provided separately for details.
  5. If the project has not received full plan Approval, the remaining open items as defined within the adjudication review, whether submitted from the designer, or from an outside agency (e.g. fire alarm, suppression), must be submitted, reviewed and approved, prior to the completion of the project. When completed, a final "Approved" plan approval document along with an adjudication review that will indicate no open items will be created and mailed to all parties. This "Approved" plan approval document, is required to obtain final occupancy inspections, and ultimately upon their approval, a Certificate of Occupancy. NOTE: All subsequent submissions of information to reach full approval, are subject to applicable review time and associated invoice fees and/or additional permit fees for outside agency permits from those applicants.

**Other Requirements . . .**

1. Tenant build-out in raw/undeveloped shell space shall be considered new construction. Shell plans shall be included with the application.
2. All plumbing, well and septic permits are issued by the Portage County Health Dept @ 330-297-3502.
3. Depending on the scope of the project, the following reviews and approvals "may" be required before issuance of the Building permit:
  - Portage County Regional Planning @ 330-297-3613
  - Portage Soil and Water Conservation @ 330-297-7633
  - Portage County Engineer @ 330-296-6411
  - Ohio Environmental Protection Agency @ 330-963-1145
  - U.S. Army Corps of Engineers Section 404 (wetland filling)
  - Development in flood hazard areas as per the Portage County Floodplain Regulations – administered through the Portage County Building Dept.