

City of Warren

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Planning & Zoning Division

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Building Division

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Building Official

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Electrical Inspector

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Engineering Division

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Engineering Aide III

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City of Warren

ENGINEERING, PLANNING & BUILDING

Building A Better City - One Block At A Time



540 LAIRD AVENUE, S.E.
WARREN, OHIO 44484
TEL: 330- 841-2562

Planning & Zoning Division

Application for planning and zoning permit.

Permits shall be submitted in a form given by the Planning and Zoning Division. Such application shall contain:

- full name and address of the applicant and of the owner, if different than the applicant.
 - A sketch or plot plan with application if required.
- Zoning Permits are issued for all construction over \$400.00 in cost, for new and remodeling building construction. Zoning Maps are available for \$1.00 in the Zoning Division.

Residential permits:

Remodeling	\$10.00
New Construction	\$25.00

Commercial permits:

Remodeling	\$30.00
New Construction	\$75.00

Gas Wells:

Oil and gas well permits are required for each well drilled in the City of Warren or drilled outside the City Limits, but "directionally" entering the City (underground).

A site plan is required to secure a permit, along with insurance and bonding.

Sign Permits:

Portable signs \$25.00 per year

Permit signs	0 to 25sq. Ft.	\$5.00 per sign face
	26 to 50sq.ft.	\$30.00 per sign face
	51sq.ft. and over	\$50.00 per sign face

Painted bulletins and Poster panels \$100.00 each

To obtain a sign permit (except for portable signs), a drawing of the sign and a site plan showing the location on the lot, are required.

Other zoning information:

- Fences
- Allowable uses; follow up complaints
- Enforcement
- Car parking in yard enforcement
- Junk cars (inoperable),,,towed
- Flood plain information
- Zoning maps available, \$1.00 ea.
- City maps showing lots available, \$3.00 ea.
- Sub-divide land, \$10.00 for one lot
- Review all site plans prior to construction
- Prepares zoning ordinances for City Council
- Assist in the preparation of Annexation Petitions
- Hold Planning Commission hearings for,
 - A. zone changes
 - B. variances
 - C. street vacations
- Coordinates gypsy moth spraying with the State of Ohio

Engineering Division

Sanitary Sewer Permit:

A Sanitary Sewer Permit is issued for all connections to the sewer and are issued only to Licensed Sewer Builders, Licensed Plumbers or the property owner, however, **the Licensed Sewer Builder or Licensed Plumber must sign for the permit.** The service charge is based on the usage of the structure and an inspection fee is charged for all connections. **The sewer records are on file in the Engineering Division.**

Storm Sewer and Ditch Pipe Permit:

A Storm Sewer Permit is issued for all connections to the Cities storm sewer. Permits are issued only to Licensed Sewer Builders, Licensed Plumbers or the property owner. **\$25.00 fee**

Lateral Sealing Permit:

A Lateral Sealing Permit is issued for all building demolishes. An inspection fee of \$25.00 is charged for this project. Permits are only issued to Licensed Contractors with the Building Division.

Driveway Approach Permit:

Permits are issued to Licensed Contractors that engage in the work or business of building or repairing drive approaches, either of concrete or bituminous concrete. **\$25.00 fee**

Sidewalk and Curb Permit:

Permits are issued to Licensed Contractors that engage in the work or business of constructing, relaying, repairing or cutting sidewalks or curbs in the public right of way. **\$25.00 fee**

Excavation Permit:

Permits are issued to Licensed Contractors and to utilities such as gas, telephone and electric companies who are working within the limits of the right-of-way. **\$25.00 fee**

The Engineering Division investigates the City residents on their drainage and flooding problems, give grades for building and drive and sidewalk construction, furnish information and interpret deed descriptions for property locations, etc.

The Engineering Division inspects sidewalk complaints and has a yearly program to repair walks that are damaged by trees that are located in the City right-of-way.

The Engineering Division also detects the conditions of the City's railroad crossings and are inspected by the Division.

PANASONIC COPIES: \$.25

MAPS:

PER L.F.	\$.25
SEWER BOOK	\$.50
LARGE CITY MAP	\$1.00
TAX MAP	\$3.00

Engineering Division

Fees for work in the right of way:

All excavations and permitted work \$25.00
 Except sanitary sewer laterals, water and sanitary sewer service connections

Sanitary sewer main: Special sewer permit and associated fees specified by City Engineer.

Public utilities: No charge

All re-inspection fees: \$25.00

Residential Service \$50.00
 Commercial Service \$100.00
 Industrial Service \$150.00

Tap In Fees:

Residential Service
 \$300.00 + \$25.00 inspection fee

Commercial Service
 Determine usage + \$50.00 inspection fee

**Industrial Service*
 Determine usage + \$75.00 inspection fee

*Note: also need to be approved by Water Pollution Control Pre-Treatment Coordinator

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FOR MORE INFORMATION:

www.warren.org

Building Division

Building Permits are issued to Contractors who are registered in the City and to homeowners who wish to undertake their own work at their residence.

Electrical Permit:

Permits are issued to Contractors who are registered with the City and also must carry a State of Ohio Certificate of Competency. A homeowner may be issued an Electrical Permit only if the work to be done is their residence and owner is doing the work.

Plumbing Permit:

Permits are issued to Contractors who are registered with the City and also must carry a State of Ohio Certificate of Competency. A homeowner may be issued a Plumbing Permit only if the work to be done is their residence and owner is doing the work.

H.V.A.C Permit:

Permits are issued to Contractors who are registered with the City and also must carry a State of Ohio Certificate of Competency. A homeowner may be issued a H.V.A.C. Permit only if the work to be done is their residence and owner is doing the work.

CONTRACTOR REGISTRATION FEES:

Before a contractor's registration is granted to any applicant and before any expiring registration is renewed, the applicant shall pay to the City the following fees:

Type	Initial	Renewal
General Contractor	\$200.00	\$100.00
Mechanical, Electrical, Mechanical Sub-contractor	\$200.00	\$100.00
Street Contractor	\$ 50.00	\$ 25.00

For **New Registrants** the following below are required:

- Federal Tax Identification Number; or
- Social Security Number
- Surety Bond in the amount of Ten (\$10,000.00) Dollars;
- Ohio Worker's Compensation Certificate, (if other than sole proprietorship);
- Proof of Liability Insurance Coverage, with a minimum coverage of three hundred thousand dollars (\$300,000.00);
- A CURRENT City of Warren Income Tax Account Number
- Proof of State or Federal License per House Bill 402;
- Check in the amount of \$200.00 for the Initial Registration
- Check in the amount of \$100.00 for Renewal;
- Check in the amount of \$50.00 for the Initial Registration
- Check in the amount of \$25.00 for the Renewal;
- Check in the amount of \$50.00 for Resubmittal fee, per Ordinance 1305.015 "Registration Requirements"

COMMERCIAL & INDUSTRIAL DEMOLITION:

\$250.00 per 5,000 sq.ft. up to 100,000 sq. ft.
 Minimum fee: \$250.00
 Maximum fee: \$5,000

Residential:

Single Family - new construction \$100.00 plus \$4.00 per 100 sq. ft.

 Multi-Family - new construction \$65.00 per unit, plus \$4.00 per 100 sq. ft.
 *Alteration/Addition \$40.00, plus \$4.00 per sq. ft.

Fee is based on the gross area of the alteration or addition.

For additional fees and specifications contact the office

Christopher Taneyhill, *Building Official* 330-841-2617
 Harry Kriner, *Building Inspector* 330-841-2617
 Richard Bennett, *Plumbing/HVAC Inspector* 330-841-2615
 Timothy Gallagher, *Electrical Inspector* 330-841-2616
 Department Fax 330-841-2614

COMMERCIAL- PLAN REVIEW FEE:

The applicant must pay a \$50.00 processing fee at the time of plan review application. All fees associated with the plan review process are payable to the City within sixty (60) days from the date of plan approval. The Building Department will not approve any documents that have not been prepared and properly sealed by an Ohio architect or professional engineer. Typically, three set are submitted. Four sets are submitted when food service is involved with a project.

Most plans can be reviewed within a two-week period. When approved, as noted, minor items may be addressed within an addendum letter. When plans are denied, major items must be corrected on the drawings and resubmitted to the plans examiner for approval before any construction can be commenced.

Incomplete applications submitted to the Building Department for Plan Review will be returned and will have to be resubmitted. **PERMITS** can only be issued to **Registered Contractors** pursuant to CODIFIED ORDINANCES OF WARREN, OHIO 1305.015

As to resubmittals, there shall be a charge of twenty-five percent (25%) of the original plan examination fee as charged for each resubmittal, but in no case less than \$50.00 for each resubmittal.

Do not delay registering. All construction commenced before obtaining permits is subject to all applicable fines in accordance with codified ordinances of Warren, Ohio 1307.08 Failure to obtain permits.