

City of Streetsboro

Administrative Offices
9184 St. Rt. 43
Streetsboro, Ohio 44241
(330) 626-4942 ext 4129



Building Department
(330) 626-6069
(330) 626-4035 Fax

To Whom It May Concern:

Thank you for your interest in the City of Streetsboro.

Before obtaining occupancy of any space you must apply for a Zoning Certificate AND an Occupancy permit. Once this step has been completed you will request an inspection through the same portal on your occupancy permit. At that time the Fire Inspector and Building inspector will do a safety walk-through, if construction is occurring in the space, the inspection will take place at the end of construction. All applications can be applied for through our online portal. Please visit www.cityofstreetsboro.com, building department, applications, citizenserve. You can also reach this by going to www.cityofstreetsboro.com, and clicking on Quick Links (Building, Planning, Zoning, and Engineering applications.) You will then be asked to create an account. Please remember your username and password, as it will be used in the future should you need to apply for other permits or schedule inspections.

For the purpose of applying for the Commercial Building permit for new construction or renovations/remodel, we strongly recommend that a contractor submit the applications as opposed to an architect. If you choose to go by way of architect, after a review and an approval have been granted, the contractor/ contractors will then need to apply for each permit separately. **ALL DRAWINGS SUBMITTED MUST BE STAMPED BY A LICENSED DESIGN PROFESSIONAL.** IE: Occupancy, Electrical, Plumbing, HVAC. All contractors must be registered with the City of Streetsboro.

All projects can be applied for through our online portal. Please visit www.cityofstreetsboro.com, building department, applications, citizenserve. You will then be asked to create an account. Please remember your username and password, as it will be used in the future should you need to apply for other permits or schedule inspections.

Once an initial approval has been granted, review fees will need to be paid immediately, directly to the review consultants. Their information will be provided with the approval letter/invoice. Proof of payment to the review consultants will then need to be emailed to aparma@cityofstreetsboro.com. A stamped, full-size set of approved plans will need to be delivered to the building department for the inspectors and to the project site. Once both of those tasks are completed, and all permit applications are applied for through the portal, permit fees will be released through the portal.

Please make sure all Planning and Zoning/ Engineering requirements and/or fees are taken care of prior to applying to the Building department.

Please let me know if there are any further questions.

Daniel D'Agostino

Building Official

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