**Non-Residential Plan Approval Process**

Thank you for your interest in building in the City of Streetsboro. The City of Streetsboro Building Department serves as a trusted resource and regulatory authority overseeing various aspects of the building process, including permits, inspections, and code compliance. Whether you are a business owner, contractor, or design professional, we are here to assist you throughout your construction journey, offering guidance, expertise, and support.

**Process for New Building Construction, Additions, and Alterations**

In order to obtain a building permit, approval from multiple departments (e.g. Planning and Zoning, Engineering, and the Fire Department) within the City may be required depending upon the scope of work. It should be noted that an approval from one department does not necessarily mean that construction may proceed. Please note that a permit will not be released until all required approvals have been obtained and applicable fees have been paid.

Applications for all projects are available through the online portal at Citizenserve. To get the portal, go the website <http://www.cityofstreetsboro.com>, under the Quick links section, click the Building, Planning, Zoning & Engineering Applications tab, then under Permitting, click Apply for a Permit. If it is your first time, you will be asked to create an account. Please keep a record of your username and password, as it will be used in the future to upload additional information (if necessary), schedule inspections, or apply for future projects. We strongly encourage the contractor to submit applications for building permits as opposed to the owner or design professional as it will help simplify the project moving forward.

The first step in the process should be to apply for approval (initial) through the Planning and Zoning department to determine if the project meets City rules and may proceed. After initial approval is obtained, the next step is to apply for the applicable Building permits. All construction documents that involve technical design analysis or work affecting public health or general safety in the following areas: means of egress, structural, mechanical, electrical, plumbing, or fire protection shall be sealed by an Ohio registered design professional.

As submitted information is reviewed, the reviews will be communicated in the form of a plan review through the portal. An invoice will be provided with each plan review and must be paid immediately. Once a project is approved, the permit fees will be released through the portal. Deposits, plan review fees, contractor registration fees, reinspection fees, and or permit fees, can be paid via credit/debit card or e-check through the portal, or by mailing/dropping off a check to the respective department. If mailing a check, please put the attention of the department on the envelope. For payments made through the portal, the credit card processing fee is 3.25% ($2.95 minimum) and e-check fee is $1.50.

**Process to Occupy a Vacant Building and Tenant Space**

Before occupying any vacant space, you must apply for a Zoning Certificate **AND** an Occupancy Review from the building department. The intent of the Occupancy Review is to help determine if a building approval/permit is required. Please be as descriptive and detailed as possible when providing information regarding the planned use(s) of the space, previous use(s) of the space, and planned scope of work. If a determination is unable to be made, the building official may request an on-site consultation to further review the project. The fire official may accompany the building official during this consultation. If a consultation is necessary, you will be notified through the Citizenserve portal. Once you are notified, a date and time for the consultation can be scheduled. If it is determined during the Occupancy Review that a permit/approval is required, the owner shall proceed as indicated in the “Process for New Building Construction, Additions, and Alterations” above.

**Process to Obtain a Certificate of Occupancy for an Existing Building**

In accordance with Ohio Building Code (OBC) Section 111.4, the owner of an existing building may request the issuance of a Certificate of Occupancy. This process is only for an existing building in which the owner does not have a certificate of occupancy, lost the original certificate, or the building is undergoing an ownership change. This process is **NOT** for existing buildings that are undergoing an alteration, addition, or change in occupancy.

The following supporting documentation is required to be uploaded with the completed application:

1. A written request from the owner of the building stating the use occupancy of the building as it has been known to the public for a minimum of two (2) years and documents of proof, such as copies of utility bills, insurance statements, business advertisements, business license, etc., with the name of the business and building address.
2. The most recent building fire safety inspection report by the Streetsboro Fire Department showing that there are no violations of law or orders pending in the building.
3. A copy of the floor plans of the entire building showing all exits, room names and dimensions of each room.

Please note that any application submitted with insufficient or incomplete documentation will not be accepted or will be delayed.

Once the documentation has been reviewed and is processed, the applicant will be notified that the required inspection(s) may be scheduled. An inspection will be required of the building structure and mechanical, plumbing, and electrical systems. The purpose of the inspection is to determine if any serious hazards exist.

Once **ALL** required inspections are complete, a certificate of occupancy will be issued to the owner via email. The certificate of occupancy may also be downloaded through the Citizenserve web portal.

**Contractor Registration**

All contractors completing any work related to a building permit are required to register with the City of Streetsboro. This can be completed through the Citizenserve Portal. Additional information regarding Contractor Registration can be found at the follow weblink:

<https://www5.citizenserve.com/Portal/PortalController?Action=showLicense&ctzPagePrefix=Portal_&InstallationID=373>

Transparency and open communication are core values here in the City of Streetsboro. We believe in forging strong partnerships with the public, as we recognize that the success of our work depends on collaborative efforts. If there are ever any questions or concerns, we encourage you to reach out to our office directly.