

City of Wadsworth
BUILDING PERMIT AND INSPECTION GUIDELINES
One, Two, and Three Family Dwellings

Where To Call For Building And Utility Inspections:

Building, HVAC, and ALL Electrical Inspections, Jennifer ...330-335-2753

Sanitary / Storm Sewer-Engineering Dept, Debbie.....330-335-2751

Grading, Sidewalk/ Driveway Apron, Debbie330-335-2751

Waterline Inspection/ Meters, Bill Bendel.....330-335-2831

Wadsworth Communications/Cable Service Installation.....330-335-2888

Wadsworth Electric Service Connections, Toby Blake330-335-2838

Plumbing Inspections-Medina County Health Dept. ..336-4136, or 723-9523

Questions Relating To Zoning And Building Procedures Should Be Directed To:

Jeff Kaiser, Planning Director330-335-2752

Kevin Hall, Building Official330-335-2780

Jennifer Stefl, Administrative Assistant.....330-335-2753

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Other Utility Information *

OUPS – Call Before You Dig 1-800-362-2764

Dominion Gas 1-800-362-7557

Verizon Telephone.....1-800-483-4000

Wadsworth Utility Service/ Billing330-335-2700

**Utility locations available at City Engineering Dept.. Permanent utility service will not be established in resident's name until Final Occupancy is granted.*

The City of Wadsworth Building Department is located at 120 Maple Street, in downtown Wadsworth . Business hours are Monday through Friday from 8:30 a.m. to 4:30 p.m. The City of Wadsworth Building and Planning Departments administer building and zoning code regulations for 1, 2 and 3 family dwellings. Zoning permits are also issued for multi-family and non-residential uses.

Building and Zoning permits are issued after review of plans and applications and after engineering approval of any required grading plans. Certain inspections are required throughout the construction process.

REQUIRED BUILDING PERMIT AND INSPECTION PROCEDURES
On the following pages is a schedule of the procedures required for all new construction, additions, alterations, and decks.

I. ZONING AND BUILDING PERMIT APPLICATION

Step 1): Engineering Dept. Requirements - A residential lot grading plan and application must be submitted and approved by the Engineering Department prior to requesting zoning approval for new home construction. Grading fees as well as sanitary sewer and street opening permit fees will also be collected at that time.

- The application and additional information is available at the Engineering Department (330-335-2751), or at the Engineering Dept. web page at www.wadsworthcity.com.
- Check for deferred assessments with Engineering Department.
- Check for Underground Cables/Pipes with OUPS (1-800-362-2764).

Step 2): Zoning Application - Zoning approval from the City of Wadsworth Planning Department is required prior to the issuance of a building permit for projects that involve new construction, additions, or changes of use. The following items must be included with a building permit application:

- Grading plan approval for new home construction.
- Site Drawing/Plot Plan that includes:
 - Lot and construction project dimensions.
 - Location of existing structures.
 - Location of easements
 - Setbacks from property lines.

Step 3): Building Permit Requirements - Detailed building plans to scale, for review of all new homes, additions, garages, decks, retaining walls, or structural alterations, must be submitted with the Building Permit Application, and show how each building component will conform to the provisions of the Ohio Residential Code. An index is required for large plan sets. Also Required:

- Electrical plan layout, or a Systems Description Form, for all new homes.
- HVAC plan layout, or a Systems Description Form, for all new homes.
- Evidence of compliance with the Building Code energy conservation standards; or “RES-Check” (2006) Model Energy Code Worksheet (available at www.energycodes.gov).
- Submittal of the City of Wadsworth Subcontractor List.

Forms available at the Building Dept. or the Building Dept. web page at www.wadsworthcity.com.

⇒ BUILDING PLANS MUST INCLUDE THE FOLLOWING DETAILS:

Foundation - dimensions and reinforcement of foundation, type and spacing of sill plate anchors, height of fill, insulation, sump pump, size of beams and support spacing, direction and length of joists, furnace/appliance location(s), type, and method of furnace/hot water venting.

Floor plans - indicating room dimensions and usage, beams, size and direction of joists, wall bracing, window sizes and tempering, door sizes, attic access, appliances and plumbing fixtures,.

Cross Section / Details - detailed cross section indicating size and type of all structural members: foundation design incl. damp-proofing and drainage; floor, wall and roof framing and sheathing; insulation; siding and roof coverings. Detail of narrow shear wall bracing, i.e. garage door ends.

Elevations - show all views of structure.

Engineering - Manufactured structural members such as steel beams, microlams, or multi-ply beams, or joist or rafter spans exceeding the limits of the code span tables; or 13 course 8” block foundation walls, must have written engineered load capacity calculations available upon request by the Building Inspector.

⇒ **ELECTRICAL AND MECHANICAL** – Electrical and Mechanical drawings or a completed *Systems Description Form* describing the mechanical and electrical systems including: materials, type of fixtures and equipment; and sizes HVAC appliances and ductwork, efficiency rating, electrical service, and entrance cables is required. (Not required for minor additions using existing equipment.)

Electric Permit - Application for electrical permits will require the sizes of the service and entrance cables. All applicants for 100 amp service are required to submit approved load calculations.

Mechanical Permit- Application for HVAC permits will require the size and type of HVAC equipment. Sizing and ductwork installation must be per ACCA standards. Plans must show the location of heating, ventilation, and air conditioning appliances and vents, including dryer vent length and routing; and electrical service equipment location.

II. PERMITS ISSUANCE

After review and approval of plans and applications, and all fees paid, building, zoning and sanitary sewer connection permits will be issued.

No permits will be issued which do not have plans which comply with the above requirements and application materials. Persons obtaining permits are expected to pay required fees and are obligated to contact the Building Department for required inspections. See the attached fee schedule that is applicable for residential construction or call 330-335-2753 for more information. Permits may be purchased between 8:30am and 4:00p.m. weekdays.

Construction requiring new water service and/or temporary electric service must pay Water Tap-in and/or Temporary Electric fees at the Utility Department located on the first floor of City Hall - 330-335-2700. (See the Attached Fee Schedule).

III. BUILDING INSPECTION PROCEDURES

Building and Heating Inspections should be requested by 9:00 a.m. the day the inspection is needed by calling (330) 335-2753. Electrical inspections must be requested by 2:00 p.m. the day before the inspection is to be made. (Call by 2:00 p.m. Friday for a Monday inspection). You may also leave a message 24 hours a day on voice mail.

Following is a schedule of required building inspections for construction projects:

- 1) **Stake** - Determines if the proposed structure meets zoning requirements. The perimeter of proposed construction must be clearly marked by labeled stakes or paint. Property pins must be clearly visible. Street address and permit must be displayed. Engineering Department site requirements such as silt fencing must be in compliance.
- 2) **Temporary Electric** – Call Building Dept. for inspection.
- 3) **Footer** -Request after excavation and form completion, but before concrete placement. Soil bearing capacity, and size and depth of footers are inspected. Pole construction holes are inspected for width, depth, and location.
- 4) **Foundation** - Performed after completion. Workmanship, code and plan compliance, drainage, gravel, waterproofing, insulation, reinforcement, and sill plate anchoring bolts and straps are inspected.

- 5) **Rough Plumbing** - Inspected by Medina County Health Dept., 4800 Ledgewood Drive, Medina, Ohio. (330) 336-4136. Any part of plumbing or drainage system that will be covered is inspected.
- 6) **Rough Electrical** - Any part of electrical system that will be covered is inspected.
Inspection requests must be received by 2:00 P.M. the previous day of the inspection.
Service Installation / Inspection:
- 1) Obtain an electric permit from the City Building Dept.
 - 2) Apply for service at the Utility Billing Office.
 - 3) Install the Service.
 - 4) Contact the Wadsworth Communications Department to install cable service wire.
 - 5) Request inspection from the City Building Dept.
 - 6) Building Dept. will notify the Electric Dept. that the service is approved for energizing.
 - 7) Backfill.
 - 8) Electric Dept. will energize.
- 7) **Rough Heating** - Venting systems and combustion air for fuel burning appliances, ducts, location of registers, and fireplaces will be checked. *Performed at the same time as the Rough Frame Inspection.*
- 8) **Rough Frame** - Performed *after* Plumbing and Electrical inspections are approved. All wood, steel, and masonry structural members, connectors, glazing, draftstopping, height, size, and clearance requirements, fireplaces, stairways, and wall bracing are inspected. Wall bracing anchors must be inspected before siding is applied. Deck framing is inspected before flooring and railings are installed.
- 9) **Insulation** - Performed after Rough Inspection approval, all insulating products will be inspected for R and U value requirements. Quality of workmanship, clearance to combustibles, fire and draft stopping, and ventilation of attics, rafters, and crawl spaces will be checked.
- 10) **Final Electric** - Performed at the completion of the electrical system. Power and lighting distribution, all electrical devices, outlets, fixtures, panels, and grounding are inspected.
Inspection requests must be received by 2:00 P.M. the day previous to the inspection day.
- 11) **Final Plumbing** - Performed after the completion of all water supply, distribution, and sanitary drainage systems by the Medina County Health Dept.
- 12) **Final Heating** - Performed at the Final Building Inspection and after the installation of all heating, cooling and ventilation, to verify that appliances, ductwork, dampers, chimneys outlets, inlets, fans, coils and materials are in code compliance and manufactures' installation instructions. Fuel gas systems are inspected for compliance. Signed verification by the installer that fuel gas systems have passed approved pressure testing requirements is required.
- 13) **Final Building Inspection and Occupancy Permit** – Final building inspection is performed after electrical, plumbing, and any required engineering grading approval. *The final HVAC inspection is performed at the same time.* The inspection includes: house numbers, grading (foundation perimeter only), storm water drainage; exterior stairs, decks, vents, smoke detectors, access panels, railings, glazing, protection against decay, and completion of all components of the dwelling, as they relate to code compliance. An energy compliance sticker

must be on electric panel. A certificate indicating final building inspection approval is issued and must be obtained prior to occupancy of the structure.