

HOW TO OBTAIN PERMITS

Zoning Permits

Zoning Permit Required. The construction or placement of any structure including a house, garage, shed, fence, patio, pool or retaining wall on the property requires a zoning permit. Please see the *Building & Planning Page* at www.wadsworthcity.com for forms and other information.

Step 1) Prepare a Site Plan A site plan is required to be submitted that shows the dimensions of the structure, the distances to adjacent property lines; the lot dimensions, the location of existing buildings; and any easement locations. Previous site plans for the property may be on file with the Building Department.

Minimum Setback Information: Complete details can be found in the zoning code, but a brief summary is provided here. Setbacks are measured from the “closest projection” of the structure to the adjacent property line. :

Minimum Setback Information for ***Detached Structures/Patios Behind House:***

Zoning District*	Front Setback	Side Setbacks	Rear Setback
All	N/A	5'	5'

Fences

All	3'	0'	0'
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Minimum Setback Information for ***All Attached Structures, and Detached Structures in the Front or on the Side of the Dwelling:***

Zoning District*	Front Setback	Side Setbacks	Rear Setback
R-1	50'	10'	25'
R-2	50'	10'	25'
R-3	40'	10'	25'
R-4	20'	8'	25'
PUD	Varies	Varies	Varies

Easements: No portion of a house, addition, garage, or deck may be located in an easement. Fences, sheds, or retaining walls in easements require Engineering Department approval.

Step 2) Complete a Residential Building/Zoning Permit Application.

Forms may be obtained online at Building and Planning Page at www.wadsworthcity.com, or from the Building Department located in City Hall. On the application, complete the top portion, including cost of construction, sign and print name.

See "Step 3) Submit the Application" above.

Building Permits

Permits Required

Exterior Construction or structural alteration of dwelling units; additions; accessory buildings over 200 square feet; attached decks, porches and gazebos; detached decks, porches and gazebos that are over 200 square feet *or* are more than 30" above grade *or* that serve the main exit door; retaining walls over 3' high; as well stairways, chimneys, re-roofing and re-siding projects, require a building permit.

See the *Building Department Page* and other selections on the *Building and Planning Page* at wadsworthcity.com for more information.

* NOTE: Prior to issuance of residential building & zoning permits for new construction, a lot grading plan approved by the City's Engineering Department is required. For more information about grading plan requirements, see the *Engineering Department Page*.

Interior Alterations that require removing or adding beams, construction of floors, walls, stairways, or any structural component, basement room partitioning, or conversion of any area into finished living space require a building permit.

See the "Are Permits Required?" document for a complete list of required permits.

Step 1) Prepare Construction Plans For Your Project.

Outdoor Construction

- Decks - see the *Deck Construction Guide* for Deck Construction.
- Houses and Additions - see the *Guide for New Construction* for plan requirements.
- Re-Roofing or Re-Siding does not require building plans.
- Also see *Retaining Walls* requirements.
- See the *Building Department Page* for additional information.

Interior Alterations

A drawing supplying a floor plan and complete construction details for the proposed alteration or repair is required for projects that require a permit.

- Basement Remodels require a floor plan showing the dimensions of the area to be finished, the location of the furnace and water heater, and a cross section that shows the materials and construction methods planned for the wall construction and finished room surfaces. Type of insulation, if installed, should also be shown.

Step 2) Complete a Residential Building/Zoning Permit Application.

Forms may be obtained online, or from the Building Department. On the application, Complete the top portion, including cost of construction and sign (and print name). A Zoning Permit is required for outdoor projects only.

Step 3) Submit the Application.

Submit the building and zoning applications, and plans, to the Building and Planning Department located on the 2nd floor of City Hall, 120 Maple Street, Wadsworth, 44281.

The Complete Application Should Include the Following:

- Application for Building/Zoning Permit
- Construction Plan Drawings (2 Sets)
- Site Plan Showing Structure Location (Outdoor Projects - 2 Copies)
- Letter of Approval from Condominium Association (If Applicable)
- Engineering approval for easement encroachment (If Applicable)

Review Time: Normally, applications will be processed in 1-3 days. The time frame may be longer during the height of the building season.

Review and Approval, Fees After approval, the applicant is contacted by phone and may go to City Hall to pick up the permit and plan copies, and pay the permit fees by check, cash or credit card. A fee schedule page is located under the Building & Planning Department heading.

Electrical and HVAC Permits (Heating, Ventilating and Air Conditioning)

An electrical permit application may be submitted by a registered electrical or HVAC contractor, or by a homeowner who will occupy the dwelling for 1 year.

Permits Required

- New or rewiring projects, service/panel replacements, swimming pool wiring, or installations of additional outlets/receptacles etc. require an electrical permit.
- Installation of a furnace, air conditioning, wood burning fireplace or stove requires an HVAC permit.
- Replacement of electrical fixtures, switches or outlets; or furnace repair/maintenance *does not* require a permit.

Applications - Obtain/Submit

Electrical and HVAC Permits are obtained at the Building Department. Forms may also be downloaded, and application made by mail. See the Building Department page for registration information.

Permit Issuance: Permits normally will be issued immediately at the Building Department. Mail-in permits will be processed and returned in 1-3 days. (The time frame may be longer during the height of the building season).

Payment The applicant is required to make payment Fees at the time of pickup by check, cash or credit card. Mail-in applications must be accompanied by a check.

Plumbing Permits

- Contact the Medina County Health Department at medinacountyhealth.org for all related plumbing permits and inspections.