



## DEVELOPMENT GUIDE FOR COMMERCIAL & INDUSTRIAL PROJECTS

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### INTRODUCTION

The purpose of this guide is to provide a general overview of the development review process utilized in the City of Wadsworth for commercial, industrial and multifamily projects from the initial contact with the City Planning Department to the issuance of occupancy permits. This guide breaks the review process down into logical steps and provides basic information on project review requirements for each of these steps.

#### Who should use this guide?

This guide was prepared to assist business owners, land owners and design professionals who are seeking information regarding potential commercial, industrial or multifamily development projects that involve one or more of the following:

- New site development
- Addition/expansion to existing structures and facilities (including expansion of on-site parking)
- Most use changes within existing buildings

#### What this guide does not provide

This guide was not intended to provide fully summarize the Comprehensive Plan, Zoning Ordinance, Subdivision Regulations or other development regulations administered by the City of Wadsworth. The City's ordinances are available online at <http://www.wadsworthcity.com>.

This guide was also not intended to provide full information regarding development regulations administered by other agencies (i.e., Medina County Building Department, Health Department, Soil Conservation Services, Ohio EPA, etc.). For further information, please contact these agencies directly. Phone numbers and web addresses for these agencies are located in the appendix to this guide.

#### Time Frame for Project Review

The site development process is highly individualized, which makes its difficult to estimate how long the review process will last. Additions to existing structures will normally have a quicker review time than new construction projects. However, not all sites are the same and the existence of easements, underground coal mines, storage tanks, topography, soils and other on- and off-site constraints may make some sites more difficult to develop than others that are similarly zoned. Generally speaking, most projects should anticipate the following time schedule:

Planning Commission Review (from initial contact through Commission approval):	2-4 weeks <sup>(A)</sup>
Engineering Plan Review:	2-3 weeks <sup>(B)</sup>
Building Plan Review (Medina County Building Department):	3-6 weeks <sup>(B)</sup>

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<sup>(A)</sup> Add two additional weeks if a public hearing is required.

<sup>(B)</sup> The Engineering and Building Plan reviews can take place simultaneously. This helps to reduce the length of the review process, since there is no need to receive Engineering Department approval prior to submitting building plans for review to the Medina County Building Department. However, all aspects of the City of Wadsworth's review process, including engineering site plan approval, payment of all fees, issuance of a zoning certificate and a site development permit, etc., must be complete in order for the Medina County Building Department to issue a building permit.



## **COMMERCIAL & INDUSTRIAL DEVELOPMENT GUIDE**

The Guide is contains four parts, outlined as follows:

### **Part I – Commercial & Industrial Development Process**

1. Initial Contact with Planning Department
2. Preliminary Discussion Meeting
3. Planning Commission Review
4. Engineering Site Plan Review
5. Permit Procedures
6. Project Construction
7. Obtain Occupancy Certificates

### **Part II – Commercial & Industrial Use Changes**

### **Part III – Other Important Information**

1. Miscellaneous Fees
2. Burglar & Fire Alarm Systems
3. Fire Safety Inspections

### **Part IV – Contact Information**

## **PART I**

# **COMMERCIAL & INDUSTRIAL DEVELOPMENT PROCESS**

This section outlines the basic process in the development of a commercial or industrial site, which is broken down into seven (7) steps. This section summarizes the intent of each step as well as provides a checklist of the key actions that need to be undertaken or issues that need to be addressed in that particular step.



## **STEP 1: INITIAL CONTACT WITH PLANNING DEPARTMENT**

This is an opportunity to discuss a proposed project to the City Planning Department and gather information on zoning requirements and the plan review process. This would also be an ideal time to gather site utility information from the Engineering Department. Based on the scale of the project, the City may request that a preliminary discussion be held prior to formal submittal to the Planning Commission.

### **Checklist**

- Check planning/zoning information for the proposed project and site with the Planning Department or online at <http://www.wadsworthcity.com/citymap.htm>
- Check availability of public utilities to the site and/or potential site constraints with Engineering Department and other utility providers.
- Determine if proposed use is permitted, conditionally permitted or prohibited in the zoning district in which property is located.
- Receive Planning Commission meeting/deadline schedule.
- Discuss need for preliminary discussion meeting with Planning Director (See Step 2 below)



## STEP 2: PRELIMINARY DISCUSSION MEETING

The purpose of the preliminary discussion is to review plan submittal requirements with other city agencies that are involved in the site plan review process. This provides an opportunity for city administration to point out areas of concern and determine the need for zoning variances so that the plans can be revised before formal submittal for Planning Commission Review. The goal of this review is to minimize the amount of time that a project must be on the Planning Commission's agenda by addressing potential concerns before the project is presented to the Planning Commission for a formal review. In most cases, the ***PLANNING DEPARTMENT ENCOURAGES A PRELIMINARY DISCUSSION PRIOR TO FULL PLAN SUBMITTAL.***

### Checklist

- ❑ Applicant submits twelve (12) sets of preliminary site plans, building elevations and floor plans to the Planning Department. Chapter 154.070 of the zoning code discusses site plan requirements. The City's codified ordinances are available online at <http://www.wadsworthcity.com>.
- ❑ The Planning Director schedules a preliminary discussion meeting with city agencies involved in the site plan review process. This meeting is typically scheduled within one week of receipt of discussion plans.
- ❑ City agencies review plans and comment upon specific elements of the plan that are of concern to them (e.g., compliance with the comprehensive plan, zoning and subdivision regulations; site utility and engineering issues; health and public safety issues; etc.).
- ❑ Determine the need for any zoning variances and the procedure for applying for a zoning variance.
- ❑ Determine need for a traffic impact analysis and establish the parameters for such study, if necessary.
- ❑ Determine need for a sewage pretreatment questionnaire.
- ❑ The applicant should revise the plans or supply additional information requested to address the issues and concerns raised by reviewing agencies. These revisions should be incorporated into the final submission for Planning Commission Review.



### STEP 3: PLANNING COMMISSION REVIEW

As noted in the Wadsworth City Zoning Ordinance, all commercial, industrial, and conditional uses must be reviewed and approved by the City Planning Commission before construction commences. This applies to new site construction, additions to existing facilities, accessory structure and possibly to some use changes (regardless of whether or not they involve site improvements, additions or modifications).

After revising the project plans to address issues and concerns raised in the preliminary review, a formal submittal to the Planning Commission is in order. The goal of this step is to obtain Planning Commission's "conceptual" plan approval subject to engineering site plan and building plan approvals from other agencies (i.e., Engineering Department, Fire Department, County Building Department, Ohio EPA, etc.).

Remember that the Planning Commission's approval does **not** constitute permission to obtain permits or start construction. Their approval signifies that a project is in compliance with the City's planning and zoning requirements. The City's Engineering Department must still review and approve infrastructure plans and building plans must be approved by the County Building Department before permits can be issued.

#### Checklist

- ❑ Applicant submits 15 sets of site plans, building elevation, floor plans and other required application materials (i.e., conditional zoning application, fee, traffic impact study, etc.).
- ❑ The site plan review will be held at the next scheduled meeting of the Planning Commission.
- ❑ Conditional uses require a **public hearing** by the Planning Commission.
- ❑ The Commission may table action on a project if it determines that additional information is required in order to ensure compliance with the zoning code.
- ❑ As provided by the zoning ordinance, the Planning Commission's may impose specific conditions upon site plan approval, to ensure project compliance with applicable development regulations (e.g., city's comprehensive plan and zoning code, stormwater management regulations, building and fire codes, etc.).

## **STEP 4: ENGINEERING SITE PLAN REVIEW & INSPECTION**

After Planning Commission has approved a project, the review process diverges into two separate paths: engineering site plan review and building plan review. To minimize delays in the overall project review process, building plans may be submitted to the Medina County Building Department so that they may begin their review of the building plans. However, please note that while the engineering site plan and building plan reviews can occur simultaneously, no zoning certificate or site development permit will be released by the City of Wadsworth until engineering plans are approved by the City's Engineering Department.

The City Engineering Department is the lead agency for the engineering site plan review. There are several purposes for the engineering plan review, the most important of which are:

- to ensure that site improvements and new infrastructure comply with city standards and regulations
- to ensure the compliance with the City's stormwater management regulations (available online at <http://www.wadsworthcity.com/depart/engin.html>)
- to allow for adequate future growth by ensuring that public facilities and infrastructure are properly extended
- to minimize adverse impacts of site development on surrounding properties and public infrastructure
- to ensure that all special conditions of approval required by the Planning Commission have been addressed
- to ensure that all required approvals from other agencies and regulatory agencies have been obtained (e.g., Ohio EPA, Army Corps of Engineers, Soil Conservation Services, etc.).

### **Checklist – Site Engineering (Plan Review) Process**

- Contact Engineering Department to set up a “pre-engineering” meeting with the property owner, developer and design engineer prior to the design engineer developing detailed design plans.
- Obtain the appropriate forms and estimate of engineering fees that will need to be submitted with the actual engineering plans. These documents include:
  - Developer Registration Form
  - Engineering & Inspection Fee Form
  - Plan submittal checklist
  - Sanitary Sewer Pre-Treatment Questionnaire (if necessary)
- Submit the completed forms noted above, plan review deposit and *two (2)* complete sets of detailed site engineering plans; associated design calculations and supporting reports & documents for review.
  - The Engineering Department shall review plans and calculations and submit a list of plan review comments and concerns to the applicant.
  - Applicant revises the plans and submits written responses to all questions & comments raised by the Engineering Department during the initial review.
  - The Engineering Department shall review the applicant's revisions and comments and inform the applicant of any issues that were not adequately addressed in the initial comments.
  - Further plan revisions and written comments may be required if necessary to address the Engineering Department's concerns and to demonstrate that the plan complies with all of the City's development regulations & standards.

**ENGINEERING PLAN REVIEW & INSPECTION**  
**PAGE 2**

- ❑ Obtain necessary approvals from other regulatory agencies and provide evidence of such to the Engineering Department (e.g., Ohio EPA for waterline and sanitary sewer plans; Army Corps of Engineers for wetlands permits, etc.).
- ❑ If easements are required for public utilities outside of dedicated rights-of-way or for other public or private purposes (e.g. shared vehicular access; pedestrian access, etc.) legal descriptions and drawings/plans showing the location of the easement will be required for review prior to engineering plan approval.
- ❑ After the Engineering Department's plan approval, the applicant will need to submit six (6) sets of the final engineering plans to the Engineering Department for signature by the City Engineer and Zoning Inspector. Additional copies of the completed plans that will be needed by the applicant and his/her construction team may be submitted for signature as well. *Approved and signed engineering plans will be released upon City's receipt of evidence that all other agency approvals have been obtained and/or all public and private easements have been recorded.*

**Checklist – Site Construction (Engineering Inspections)**

The City's Engineering Department will also inspect the installation of site improvements and utility infrastructure outside of the building(s) as well as site grading. Considerations for the applicant are:

- ❑ Schedule a pre-construction meeting with Engineering Department to coordinate infrastructure construction scheduling and the inspections that will be required by the City.
- ❑ Schedule inspections with the City Engineering Department for all site-related items (i.e., storm water detention/management systems, grading, water & sanitary sewer tie-ins, etc.). *Remember that building construction inspections need to made with the Medina County Building Department.*
- ❑ Coordinate additional inspections required by other regulatory agencies directly with those agencies as needed.
- ❑ Install the approved erosion control measures prior to site grading. Erosion control measures must be maintained during all phases of the construction process.
- ❑ Complete all site improvements, including landscaping, as per the approved plans.
- ❑ Financial guarantees must be posted for all incomplete site improvements that have not been installed by the time building occupancy approval is ready to be given. Contact the Engineering Department to discuss acceptable methods of providing these guarantees.
- ❑ Provide "as-built" drawings on mylar for all site improvements.

## STEP 5: PERMITS – ZONING & BUILDING

The final step before starting construction is to obtain necessary permits and pay the required fees to the proper agencies. As noted earlier in the guide, the Medina County Building Department is the agency that will review and approve building plans for commercial, industrial and multifamily projects. However, there are development fees that must be paid to the City before the Medina County Building Department will release building permits.

Once engineering site plan approval has been obtained, the applicant should apply to the City Building & Planning Department for a Zoning Certificate and a Site Development Permit. Prior to obtaining these documents, all fees that are due to the City (e.g., development, zoning, sanitary sewer capacity charges, deferred assessments, etc.) must be paid. These fees will be calculated after an application has been submitted. In addition, applicants must apply to the City Utility Department for temporary electric and water tap-in capacity permits.

Upon receipt of a Zoning Certificate and a Site Development, the applicant may obtain a Building Permit from the Medina County Building Department. Applicants should provide the Medina County Building Department with copies of the City's permits as evidence that all City fees have been paid.

### Checklist

- ❑ Submit building plans and plan review application (in triplicate) to the Medina County Building Department. The County Building Department notes that the minimum plan review time is three (3) weeks. The County will not issue any building permit until applicant provides evidence that a zoning certificate has been issued by the City. For more information, please see the Medina County Building Department's *Guide for Commercial Developers* or contact the County Building Department at 330-722-9220.
- ❑ Obtain application from the City Building & Planning Department for a Zoning Certificate and Site Development Permit. All permit fees must be paid before the permits will be issued. For new construction in the City's sanitary service area, a tap-in permit and capacity fee will be paid along with the zoning & development fees.
- ❑ Obtain application from the City Utility Billing Office for temporary electric and waterline tap-in capacity charges. Pay fees and obtain necessary permits.
- ❑ Contact City Electric Department regarding permanent electric service hookup and associated fees.
- ❑ Obtain a building permit from Medina County Building Department. A schedule of the County's fees may be obtained from the County Building Department. *The County Building Department will require evidence that a city zoning certificate has been issued (or in rare instances, that one is not required) before they will issue a building permit.*
- ❑ A copy of the County's Building Permit must be submitted to the City Building & Planning Department. This can be done via FAX, through the mail or in person.
- ❑ HVAC & electric permits must also be obtained through the Medina County Building Department. HVAC and electrical contractors must be registered with the Medina County Building Department. Contact the County Building Department at 330-722-9220 for more information.
- ❑ Electrical contractors performing commercial/industrial work in Wadsworth must be also register with the City. For more information on the City's registration requirements, please contact the Service Director's Office (330-335-2708) or the Building and Planning Department (330-335-2753). HVAC contractors performing commercial work in the City do **NOT** need to be registered by the City.
- ❑ Plumbing permits must be obtained from the Medina County Health Department (330-723-9523).



## **STEP 6: PROJECT CONSTRUCTION**

Once all fees have been paid and all approvals and permits received, site development and building construction can begin. The City will inspect all site improvements and infrastructure outside of the building (i.e., sanitary sewer, waterline, stormwater detention, etc.), while the County Building Department will oversee all building inspections (including HVAC and electric). The Medina County Health Department will issue permits and perform inspections for plumbing.

### **Checklist**

- ❑ The City recommends that the applicant schedule a pre-construction meeting with Engineering Department to coordinate infrastructure construction and required inspections. Schedule inspections with the City Engineering Department for all site-related items (i.e., storm water detention/management systems, grading, water & sanitary sewer tie-ins, etc.).
- ❑ Install erosion control measures, as approved by the Soil Conservation Service, prior to site grading. Erosion control measures must be maintained during the construction process.
- ❑ Schedule all building inspections (structural, electrical and HVAC) with the County Building Department.
- ❑ Schedule all plumbing inspections with the Medina County Health Department.
- ❑ Coordinate additional inspections required by other regulatory agencies directly with those agencies as needed (e.g., Ohio EPA, Soil Conservation Services, etc.).



## STEP 7: OBTAIN OCCUPANCY CERTIFICATES

Before any new structure or addition can be legally occupied, **two** Occupancy Certificates must be obtained. The first certificate is issued by the Medina County Building Department and certifies that the structure complies with all building, fire and health code requirements. The second certificate is issued by the City of Wadsworth and certifies that:

- all new structures comply with applicable building, fire, health and safety codes (as evidenced by receipt of a Medina County Occupancy Certificate)
- all conditions of site plan approval required by the City Planning Commission have been met, and
- all site improvements have been constructed or have been financially guaranteed.

### Checklist

- ❑ Contact the City Building & Planning Department in advance of when an occupancy certificate is desired. Site inspection by City personnel is required to verify the completion of all site improvements and compliance with all Planning Commission conditions of approval. Unfinished site work may sometimes be financially guaranteed, if these site improvements cannot be completed before occupancy is desired.
- ❑ Provide financial guarantees to the City for all unfinished site work if necessary.
- ❑ All easements and maintenance agreements required by the project must be recorded at the County Recorder's Office. Copies of these recorded documents must be provided to the Planning and Engineering Departments prior to issuance of a City Occupancy Certificate.
- ❑ Verify that all building inspections have been completed and that the structure complies with building and fire code requirements.
- ❑ Obtain a *Final Inspection* Notice from the City of Wadsworth Fire Department.
- ❑ Obtain a Certificate of Occupancy from Medina County Building Department.
- ❑ Submit as-built drawings on mylar and stormwater detention volume verification to the City Engineering Department.
- ❑ Submit copies of the Medina County Occupancy Certificate and Wadsworth Fire Department's Final *Inspection Notice* to the City Building and Planning Department.
- ❑ Submit copy of completed Pre-Treatment Questionnaire to the Wastewater Superintendent (for all industrial uses). Use the following link address for a copy of the pre-treatment questionnaire: [http://www.wadsworthcity.com/images/1/PreTreatment\\_Questionnaire.pdf](http://www.wadsworthcity.com/images/1/PreTreatment_Questionnaire.pdf).
- ❑ No new building or addition may be legally occupied until the City of Wadsworth has issued a Certificate of Occupancy.

**PART II**

**COMMERCIAL & INDUSTRIAL USES CHANGES**



## COMMERCIAL & INDUSTRIAL USE CHANGES

A use change occurs whenever a new commercial or industrial business opens in an existing structure that is properly zoned for the proposed use. A use change needs to be evaluated for both zoning compliance and building/fire code compliance.

Zoning compliance is evaluated by the City's Building & Planning Department, while building & fire code compliance will need to be determined by both the City Fire Department and the Medina County Building Department.

### USE CHANGE REVIEW PROCEDURE

#### 1. Determination of Zoning Compliance.

Applicants should submit a cover letter and site plan describing the proposed new use and any site modifications that are required for the new use. The Planning Director will review the proposal and determine whether the proposal requires approval of the City Planning Commission. If Planning Commission review is not required, the applicant will be notified and will then be able to obtain a zoning certificate for the use change. If Planning Commission review is required, a zoning certificate cannot be issued until after the Commission approves the new use.

City Planning Commission review is typically **not** required when the proposed use is similar to the previous use (for instance, opening a new restaurant or food service operation in a location previously occupied by a restaurant) and no site modifications are proposed (e.g. no building addition, parking lot expansion, etc.).

Use changes where the proposed use is dissimilar to the former use (for instance, opening a retail shop at the site of a former restaurant) **may** require approval by the City Planning Commission. Each case will be evaluated by the Planning Director.

#### 2. Determination of Building & Fire Code Compliance.

Even though a new use is found to be in compliance with the City's zoning ordinance, each new use must demonstrate compliance with the building and fire codes applicable to the proposed use.

Applicants should contact the Medina County Building Department to determine whether or not a special inspection/use change inspection is required. Applicants should also contact the City Fire Department to set up a fire safety inspection as well.

If the inspections indicate that building modifications are necessary to bring the property in compliance with building and fire codes applicable to the proposed use, the modifications will need to be completed, inspected and approved before the County Building Department will issue a certificate of occupancy for the use change.

#### 3. Certificates of Occupancy

Two Occupancy Certificates must be obtained for use changes. The first certificate is issued by the Medina County Building Department and certifies that the structure complies with all building, fire and health code requirements. The second certificate is issued by the City of Wadsworth and certifies that the structure and use comply with building, fire, health code and city zoning requirements.

**PART III**

**OTHER IMPORTANT INFORMATION**



## MISCELLANEOUS FEES

In addition to fees for engineering review and inspection (see Chapter IV) and zoning and development fees (see Chapter V), the following fees may be required as part of a commercial/industrial building project.

### Building Permit Fees

For information about commercial building plan review, permit and inspection fees (including fees for commercial HVAC and electric permits), please contact the Medina County Building Department at (330) 722-9223.

### Plumbing Permit Fees

Form information about commercial plumbing permits & fees, please contact the Medina County Health Department at (330) 723-9523.

### Fees Paid at the City of Wadsworth's Utility Billing Offices

#### A. Electric Fees:

This is a fee for initial account setup and includes an electric meter.

Commercial/Industrial User (400 amps or less):	\$170.00
Commercial/Industrial User (above 400 amps):	\$635.00
Large Power User (user owns own substation):	
<ul style="list-style-type: none"> <li>▪ Underground</li> <li>▪ Overhead</li> </ul>	<p style="text-align: right;">\$13,000.00 \$6,900.00</p>
<p><i>For more information about large power users, please contact the Electric Department at 330-335-2833.</i></p>	

#### B. Water Fees:

##### Water Tap-In Fees

The City of Wadsworth will make the tap for all services lines of two (2) inches or less.

Line Size	Fee
1 inch	\$500.00
1.25 inch	\$700.00
1.5 inch	\$800.00
2 inch	\$1,000.00
> 2 inches	See Note

NOTE: Taps on lines greater than two (2) inches must be made by the applicant. However, the tap-in must be coordinated with our Water Distribution Department, who will have an inspector present at the time the tap is made.

**MISCELLANEOUS FEES  
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**Water Capacity Fee**

<b>Service Line Size</b>	<b>Capacity Fee</b>	<b>Service Line Size</b>	<b>Capacity Fee</b>
1 inch	\$700.00	6 inch	\$3,950.00
1.25 inch	\$1,075.00	8 inch	\$5,250.00
2 inch	\$1,350.00	10 inch	\$6,550.00
3 inch	\$2,000.00	12 inch	\$7,850.00
4 inch	\$2,650.00		

**Water Meter Fee**

The cost for a water meter for a commercial/industrial end user will be the actual price the City pays to HD Supply Company for the meter. These prices are subject to change every six (6) months. In addition, there will be a \$104 fee for connection to the *Smart Grid* endpoint.

Applications for electric & water services and current pricing information of water meters may be obtained from the Utility Billing Office, 120 Maple Street, Wadsworth, Ohio. For additional information, the Utility Department may also be contacted by phone at 330-335-2700.



## BURGLAR & FIRE ALARM SYSTEMS

If you choose to protect your property with burglar and/or fire alarm systems, you will need to obtain an Alarm Users Permit from the Office of the Director of Public Safety pursuant to §117.02 of the City's Codified Ordinances. Dealers in alarm systems are required to obtain an Alarm Dealers Permit.

- Failure to have a valid alarm permit can result in fines from \$150 - \$500 for each false alarm.
- Alarm sites with local alarm systems (non-monitored) are required to have a valid alarm system permit.
- It is the responsibility of the permit holder to provide the permit number to their alarm and/or monitoring company. If you have any questions, please call Wadsworth City Safety Director's Office (330-335-2705). Business hours are from 8:30 a.m. - 4:30 p.m., Monday through Friday.

### ALARM PERMIT FEES

Permit Type	New/Renewal Permit Fee	Reinstatement of Revoked Permit
Alarm User	\$25.00	\$100.00
Alarm Dealer	\$100.00	\$100.00

### FALSE ALARM FEES

No. of False Alarms	Fee	No. of False Alarms	Fee
False Alarm without valid permit	\$150*	5	\$250
1 - 2	No charge	6	\$500
3 - 4	\$150/incident	7	Permit Revoked

\*Fee may be waived by the Director of Public Safety pursuant to §117.02(a)

### INSTRUCTIONS FOR COMPLETING PERMIT APPLICATION

- Please print clearly or type.
- The permit holder must be the individual responsible for the alarm and capable of accessing the property and/or turning off/re-setting the alarm. Company names are not allowed. Please include apartment numbers, complete zip codes (zip plus four), and telephone area codes.
- Driver's license number is for identifying Permit Holder Applicants with similar names. Two additional contact persons (with access to the property/alarm) are required in the event the permit holder cannot be contacted.
- All user permits are valid for two (2) years from the date of issue. Alarm Agent and Alarm Dealer are valid for one (1) year. Renewal notices are mailed to permit holders 30 days prior to the permit expiration date.

**WADSWORTH POLICE DEPARTMENT & DIRECTOR OF PUBLIC SAFETY**  
(For single alarm systems)

Mail to <b>Wadsworth Police/Director of Public Safety</b> <b>120 Maple Street</b> <b>Wadsworth, OH 44281</b> Phone <b>330-335-2705</b> Fax <b>330-335-2711</b>	<b>List any animals or known hazards police officers or firefighters may encounter at alarm site, such as explosives, dangerous chemicals, razor/barbed wire:</b>
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**ALARM PERMIT INFORMATION**

***Please read instructions on reverse before filling out application***, then complete and send to the address above.

**Please print clearly or type.**

1. Permit Holder's Name: The Wadsworth Safety Department must have the name, home address, and telephone number of the person who will be responsible for the alarm system at your location. **A COMPANY NAME ONLY IS NOT ACCEPTABLE!**
2. Signature of the Permit Holder Applicant must be the signature of the person listed as Permit Holder.
3. Please include all ZIP and telephone area codes.
4. Application **MUST** be accompanied by cash, or a check or money order payable to the City of Wadsworth.

Type of Alarm	<input type="checkbox"/> Burglary	<input type="checkbox"/> Robbery	<input type="checkbox"/> Fire
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Applicant is an	<input type="checkbox"/> Alarm User	<input type="checkbox"/> Alarm Agent	<input type="checkbox"/> Alarm Dealer
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Property is	<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Governmental Agency ( <b>no fee</b> ) (submit 501c3 Letter)
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Alarm Company Name	Address	Phone
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Permit Holder/Applicant's Name (Last)	(First)	(MI)
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Permit Holder's Home Address (include apt., bldg. or unit number)	City, State, Zip + 4
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Phone (day)	Phone (night)	Phone (cell)	Email address
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Business / Organization (if not a residence)	Business Hours of Operation
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Permit Holder's Job Title (if not for a residence)	
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Address where alarm will be located (include apt., bldg. or unit)	Phone	Fax
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Address where permit is to be mailed	City, State, Zip + 4
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Permit Type (check one only) <input type="checkbox"/> New Permit <input type="checkbox"/> Renewal <input type="checkbox"/> Information Change Only (no charge)
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**KEYHOLDER INFORMATION: Names and phone numbers of at least three persons (with access to the property/alarm) that Wadsworth Police Dept. can contact in an emergency if unable to contact the Permit Holder. List names in order of location closest to alarm location. This information is essential.**

1 <sup>st</sup> Person to Call	Phone (day)	Phone (night)	Phone (cell)
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2nd Person to Call	Phone (day)	Phone (night)	Phone (cell)
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3 <sup>rd</sup> Person to Call	Phone (day)	Phone (night)	Phone (cell)
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***I have carefully read the completed application and know it to be true and correct. I accept responsibility for the payment of all fees and fines that may result from the operation of the alarm system described above. Alarm permit must be kept at alarm site.***

<b><i>Signature of Applicant/Permit Holder (required)</i></b>	<b><i>Date</i></b>
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\*\*\* To be completed by Safety Director's Office:

<b>Permit #</b>	<b>Date Issued:</b>	<b>Exp.Date:</b>
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## FIRE SAFETY INSPECTIONS – INFORMATION SHEET

The Wadsworth Fire Department is committed to making fire safety awareness a priority of the community. Fire safety inspections are conducted to promote fire safety and reduce the level of needless destruction caused by fire. The continued existence of fire hazards may result in a fire that could cause the loss of life and property.

The Wadsworth Fire Department subscribes to the use of the Knox Box Rapid Entry System. This system allows pertinent information and building keys to be stored in a locked box with access by only the Fire, EMS and Police departments. Required forms for these boxes are available from the fire department. The order forms must be completed and returned to the department with payment for authorization.

Our department works closely with the Medina County Building Department to do coordinated inspections of new or change of use occupancies. The County Building Department can be contacted at 330-722-9220.

The fire department does not issue any special permits for the installation of fire suppression systems, alarm systems or other fire safety devices. Permits for this installation shall be obtained through the Medina County Building Department. The department does require a set of drawings be submitted for review prior to system installation. A final acceptance test witnessed by the fire department is required of all new or modified fire protection systems.

Any water based fire system requiring hydrant flow data shall be coordinated through the City of Wadsworth Water Distribution Department, contact Mitch Reese at 330-335-2830. Any water based fire systems utilizing a fire department connection shall be required to be supplied with a reduced pressure detector assembly backflow preventor.

The City of Wadsworth does require all alarm users including fire and burglar to be registered with the city. An alarm permit is also required (see previous section of this guide). A detailed alarm users ordinance can be viewed on the City of Wadsworth website, [www.wadsworthcity.com](http://www.wadsworthcity.com).

### HAZARDS

Typical hazards that often prevent a successful inspection are outlined below. Please review these fire safety items. Any hazards found should be corrected as soon as possible and before scheduling a fire prevention inspection.

- Utility Clearances: Clearance of not less than 30 inches shall be provided between all electrical service equipment and storage materials.
- General Housekeeping: Storage shall be kept to a minimum so as to not create a fire hazard or obstruct means of egress and/or building exits.
- Sprinkler Head Clearance: A minimum of 18 inches of clear space shall be maintained below all sprinkler heads. Non-sprinkled areas or buildings shall maintain a minimum of 24 inches of clear space below the ceiling.
- Fire Extinguisher: Fire extinguisher should be of the proper type/size and must be serviced once each year by a State of Ohio licensed company.

**FIRE SAFETY**  
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- Exit Lights: All "Exit" signs shall be maintained in a clean and legible condition and shall be clearly illuminated at all times the building is occupied.
- Exit Aisles: Aisle space width shall be 36 inches when serving up to 50 persons and 44 inches when serving 50 persons or more.
- Exit Doors: Exit doors shall be maintained in operable condition at all times. It shall be unlawful to block open any interior egress or fire door which is required to be self closing.
- Means of Egress and Emergency Lighting: Means of egress and emergency lighting shall be provided and maintained in operable condition.
- Occupancy Certificate: Meeting rooms and other places of assembly shall post an occupancy certificate approved by the Medina County Building Department.
- Extension Cords: Extension cords shall not be used as a substitute for permanent electrical wiring. The use of a multi-plug adaptor, such as cube adaptor, unfused plug strips or other similar device shall be prohibited.

If you have any questions about fire safety inspections or wish to schedule an inspection, call the Fire Prevention Bureau at 330-335-2810 or contact the Fire Chief at 330-335-2851.

**PART IV**

**CONTACT INFORMATION**



## AGENCY ADDRESSES & PHONE NUMBERS

Below are the names and phone numbers of City Departments and other reviewing agencies that may be involved in the site development process.

### City Departments

Building & Planning	120 Maple Street	330-335-2753
Engineering	120 Maple Street	330-335-2751
Utility Service/Billing	120 Maple Street	330-335-2713
Electric	365 Broad Street	330-335-2831
Communications	365 Broad Street	330-335-2888
Police	120 Maple Street	330-335-1511
Fire Department	153 N. Lyman	330-335-2849

Additional information may be obtained online at <http://www.wadsworthcity.com/>

### Medina County Agencies

Web Site/Main Switchboard	<a href="http://www.co.medina.oh.us/feedback.htm">http://www.co.medina.oh.us/feedback.htm</a>	330-336-6657
Building Department	791 West Smith Road Medina, Ohio 44256 <a href="http://www.building.co.medina.oh.us/index.shtml">http://www.building.co.medina.oh.us/index.shtml</a>	330-722-9220
Health Department	4800 Ledgewood Drive Medina, Ohio 44258	(330) 723-9523 or 888-723-9688
Tax Map Office	144 North Broadway Medina, Ohio 44256	330-725-9777
Auditor's Office	144 North Broadway #301 Medina, Ohio 44256 <a href="http://www.medinacountyauditor.org/">http://www.medinacountyauditor.org/</a>	330-725-9767
Recorder's Office	144 North Broadway #303 Medina, Ohio 44256 <a href="http://www.recorder.co.medina.oh.us/">http://www.recorder.co.medina.oh.us/</a>	330-725-9782

### Other Agencies

Soil Conservation Services	803 East Washington St. #160 Medina, Ohio 44256	330-722-2603
Ohio EPA – Northeast District	2110 East Aurora Road Twinsburg, Ohio 44087	330-425-9171
US Army Corps of Engineers	502 Eight Street Huntington, WV 25701	304-529-5655



## **INSPECTIONS – WHO TO CONTACT**

Building & Electrical	Medina County Building Department	330-722-9220
Plumbing	Medina County Health Department	330-723-9523
Temporary Electric	City of Wadsworth Electric Dept.	330-335-2838
Site Improvements	City of Wadsworth Engineering Dept.	330-335-2751