

# Mahoning County

## BUILDING INSPECTION DEPARTMENT

50 WESTCHESTER DR. ROOM 201

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YOUNGSTOWN, OHIO 44515

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**JEFFREY S. UROSEVA, CHIEF BUILDING OFFICIAL**



### **Information Required to obtain a Commercial Building Permit**

1. Completed Mahoning County Commercial Application
2. There is an initial fee of \$125.00 (non-refundable) due at time of submittal. Failure to submit fee will delay the approval process until received. (Check payable to: Mahoning County Building Inspection)
3. The total square footage of the affected areas must be submitted on application.
4. A Zoning Permit from the Township, City or Village. A Site Plan is required with the drawings.
5. A Sewer Tap Permit and letter from the Sanitary Engineers Office. (Required for ALL projects)
6. A Downspout and/or Septic Permit from the District Board of Health
7. A Floodplain Approval from the Planning Commission.
8. The exact Address and Township of the job site.
9. The names of the Sub Contractors (heating, electric and plumbing) all of which must be licensed and/or registered in Mahoning County.
10. You must submit four (4) complete sets of construction plans and specifications, drawn to scale. The plans must be sealed, signed, and the top sheet must be embossed by an Ohio registered architect or sealed by an Ohio professional engineer in accordance with the 2017 edition of the State of Ohio Building Code. (OBC)
11. The Plan approval process takes on average three weeks. This time frame is naturally extended when incomplete or inadequate information is provided. Phased approvals can be issued sooner with partial submittals of various phases of construction, i.e.; foundations, structural, framing, interiors, mechanicals. Addition information and fees will be required to apply for a Phased.
12. All food service facilities must submit plans to the District Board of Health for their approval and license.

### **FEE SCHEDULE**

1. Building Permit fee is \$2.50 per \$1,000.00 of the Construction Cost Index Method. The Construct Cost Index Method is determined using; square footage, type of construction and construction cost as issued annually by the Chief Building Official.
2. Architect Plan Review fees vary with the complexity of the project. Minimum fees range from \$90.00 to \$180.00. A \$4.00 per 100 sf plan review fee shall also be charged on projects exceeding 100 sf.
3. HVAC Permit fee when a building permit is issued is a \$100.00 flat fee. HVAC replacement permits are dependent on the valuation of the project and are subject to all minimum fees.
4. State Assessment Fee; 3% is added to your total. This fee is forwarded to the State of Ohio BBS.
5. The sum of the above will give you your total fee.
6. If work is started without a permit or approval, an administrative fee, which is 2 times the permit fee, will also be applied.
7. For additional information and a list of flat fees please see the Building Department Fee Schedule on the web site.

The Building Official reserves the right to determine fees for all projects that do not conform to the above fee schedule.

### **Numbers to call for additional permit information**

|                     |                                    |                       |
|---------------------|------------------------------------|-----------------------|
| <b>BUILDING</b>     | <b>Building Inspection</b>         | <b>(330) 270-2894</b> |
| <b>H.V.A.C.</b>     | <b>Building Inspection</b>         | <b>(330) 270-2894</b> |
| <b>FIREPLACE</b>    | <b>Building Inspection</b>         | <b>(330) 270-2894</b> |
| <b>SEWER TAP</b>    | <b>Sanitary Engineers</b>          | <b>(330) 793-5515</b> |
| <b>SWPP</b>         | <b>County Engineers</b>            | <b>(330) 799-1581</b> |
| <b>SEPTIC TANK</b>  | <b>Board of Health</b>             | <b>(330) 270-2855</b> |
| <b>DOWNSPOUT</b>    | <b>Board of Health</b>             | <b>(330) 270-2855</b> |
| <b>FOOTER DRAIN</b> | <b>Board of Health</b>             | <b>(330) 270-2855</b> |
| <b>ELECTRICAL</b>   | <b>Central Electric Inspection</b> | <b>(330) 744-5239</b> |
| <b>PLUMBING</b>     | <b>Board of Health</b>             | <b>(330) 270-2855</b> |
| <b>FLOODPLAIN</b>   | <b>Planning Commission</b>         | <b>(330) 270-2890</b> |

**Please note:** Zoning Permit information will be unique to each local zoning office