



Department of Public Works
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City of Youngstown, Ohio

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NEW CONSTRUCTION – ADDITIONS – RENOVATIONS COMMERCIAL STRUCTURES

December 21, 2011

1. **NEW CONSTRUCTION** - Submit one Site Plan to the Engineering Department (330.742.8800), one to the Zoning Department (330.742.8842), and one Site Plan and a completed Commercial Water Tap Application to the Youngstown Water Department. (330.743.5346) If the water tap will be located in the roadway, also submit a copy of the road cut permit that will be issued by the Engineering Department. Submit plans to the Building and Fire Departments as outlined in Items 10 and 11 below.
2. **ADDITIONS** - Submit one Site Plan to the Engineering Department and one to the Zoning Department. Submit plans to the Building and Fire Departments as outlined in Items 10 and 11 below.
3. **RENOVATIONS** – Submit plans to the Building and Fire Departments. Refer to Items 10 and 11 below.
4. **MINOR RENOVATIONS** - If drawing submittal is waived by the Building Official, a general building permit and a Final Inspection Report is required. When work is complete, follow Item 17 below.
5. **SITE PLAN SUBMITTALS** - Site Plans shall be drawn to scale and include the following information:
 - a. New and existing structures, property lines, interior lot lines, distances from lot lines, setback and sideyard dimensions, easements, the nearest streets with curb cuts, street grades, types and sizes of all utility lines, and the elevations of all existing and proposed finished grades.
 - b. Stormwater management plan and calculations and erosion control measures, prepared in accordance with Mahoning County Drainage and Erosion and Stormwater Control Manual.Upon approval, you will receive written notice from the Engineering Department and a Zoning Permit from the Zoning Department.
6. **ZONING DEPARTMENT** - Zoning approval and a Zoning Permit must be obtained for **ALL** projects, unless waived by the Zoning Analyst.
7. **WATER DEPARTMENT** - For existing buildings with existing water service, new occupants must bring plumbing into compliance with Water Department regulations.
8. **NEW BUILDING ON MULTIPLE LOTS** - If a new structure or addition is being built on two or more lots, the property must be re-platted by a registered surveyor retained by the property owner. The re-plat must be submitted to the City Planning Commission for approval. (330.742.8842)
9. **NEW ADDRESS** - To obtain an address for a new structure, contact the City of Youngstown Engineering Department. (330.742.8800)

10. **SUBMITTAL TO BUILDING DEPARTMENT** - Submit three sets of contract documents, prepared by an Ohio registered architect or engineer, to the City of Youngstown Building Department, Youngstown City Hall, 5th Floor. (330.742.8890) Submit a copy of your Zoning Permit and a completed Application for Plan Approval. Following review, you will be contacted to obtain your Certificate of Plan Approval and Final Inspection Report. Separate permits must be obtained for all general construction, plumbing, mechanical, electrical and refrigeration work. If plans are not approved, you will receive an Adjudication Order citing the code violations and outlining the resubmission and appeal processes. Plans may take up to 30 days to be reviewed.
11. **SUBMITTAL TO FIRE DEPARTMENT** - Submit one set of contract documents to the City of Youngstown Fire Inspection Department, Main Station #1, 420 Martin Luther King, Jr. Boulevard. (330.747.7403) Make this submittal at the same time as the submittal to the Building Department.
12. **INDUSTRIAL MANUFACTURING, PRODUCTION OR PROCESSES** - If the project includes any type of industrial manufacturing, production, or processes:
 - a. The project must be evaluated by the Wastewater Industrial Pretreatment Department (330.742.8820) for any applicable Federal EPA or Local Pretreatment Regulations.
 - b. If required, complete an Industrial Wastewater Questionnaire.
 - c. After review of the Questionnaire, a determination will be made as to whether an Industrial Wastewater Discharge Permit is needed.
13. **SUBMITTAL TO HEALTH DEPARTMENT** – For all projects in Use Groups E-Educational, I-Institutional, M-Mercantile, R-Residential, S-Storage involving food, and all swimming/therapy pools, submit one set of plans to the City of Youngstown Health Department, 345 Oak Hill Avenue. (330.743.3333)
14. **COMMERCIAL KITCHENS** - Submit three sets of kitchen hood and hood suppression system drawings to the City of Youngstown Building Department. Submissions must include a completed Application for Plan Approval. Submit one set of kitchen hood and hood suppression system drawings to the City of Youngstown Fire Inspection Department.
15. **FIRE SUPPRESSION AND FIRE ALARM SYSTEMS** - If the project includes a fire suppression and/or fire alarm system, permits will be required:
 - a. Submit three sets of fire suppression system and/or fire alarm system drawings to the City of Youngstown Building Department.
 - b. Submit one set of fire suppression system and/or fire alarm system drawings to the City of Youngstown Fire Inspection Department.
 - c. Submit a site plan and riser diagram for fire suppression systems to the City of Youngstown Water Department.
16. **SIGNS** - If the project includes a new exterior sign, a permit must be obtained. For freestanding signs, contact Zoning and Building Departments. For building mounted signs, contact the Building Department only.
17. **FINAL INSPECTIONS** - Contact inspectors at the phone numbers listed on the Final Inspection Report to perform required partial and final building inspections. Once all signatures are obtained, return Final Inspection Report to the City of Youngstown Building Department to obtain the Certificate of Occupancy.

NOTE: ALL CONTRACTORS SHALL BE REGISTERED WITH THE CITY OF YOUNGSTOWN