

TO: All Home Improvement, Plumbing, Electrical & HVAC Contractors

FROM: John M. Labriola, Chief Building Official  
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## **BUILDING, CODE ENFORCEMENT AND ZONING BULLETIN**

We are experiencing several changes within our office, including policies and paperwork, in an effort to make our department more user friendly. Some of those changes may be found in this bulletin. Please take the time to read the information supplied. The Building/Code Enforcement/Zoning office hours are **Monday through Friday, 8:00 a.m. to 4:30 p.m.**, with inspectors available to answer calls or questions from **8:00 to 9:00 a.m. and 3:30 to 4:30 p.m.**

### **CURRENT BUILDING CODES**

The City of Canton has adopted the 2005 Ohio Building Code for all commercial construction and the 2005 Residential Code of Ohio (RCO) for all single-family, two-family and three-family construction.

### **RESIDENTIAL BUILDING PERMIT - New \$75.00 Plan Review Fee**

All new residential structures, including detached garages and additions, require a plan review. Three (3) complete sets of drawings, including a site plan to scale with setbacks shown, and a \$75 plan review fee are required. Normally, the plan review process will be completed in 1 to 2 business days, if all required information is provided. The new residential plan review forms are available in our office and on the City website - [www.cityofcanton.com](http://www.cityofcanton.com)

### **COMMERCIAL PLAN REVIEW REQUIREMENTS**

#### **SITE PLAN:**

Effective immediately, six (6) sets of site plans per commercial project are required. We are assisting our Engineering Department who has had numerous storm water containment concerns throughout the City. Please submit site plans promptly to avoid delays, as this process may take up to **30 days**.

All sets of site plans shall include the following: plan to scale; set backs; all driveways; parking areas/spaces; storm water drainage; elevations; proposed building footprint; proposed use of building; and current zoning district.

#### **COMMERCIAL BUILDING PLAN REVIEW:**

Submit four (4) complete sets of structural drawings to include electric, fire protection, HVAC, plumbing, fire suppression, hood system, and fire alarm system details. All plan review fees are to be paid at the time of submission. The commercial plan review forms have been revised and are available in our office and on the City website - [www.cityofcanton.com](http://www.cityofcanton.com) Normally, the plan review process will be completed in 7 to 10 business days, if all required information is provided.

### **REGISTRATION/LICENSING**

**330-430-7800**

Home Improvement contractors sub-contracting to plumbing, HVAC, and electrical must confirm that the company being used has a current City of Canton registration and proper permits have been secured.

License Renewals: All contractors' registrations and journeymen/trainee licenses expire on February 28 of each year. Therefore, for contractors, the bond renewal will expire on February 28, 2007. It is the contractor's responsibility to submit all required paperwork for registration/licensing by the February 28, 2007, to avoid penalties.

### **PENALTY FEES BEGIN MARCH 1, 2007**

No work is permitted within the City with an expired registration/license. Plumbing, HVAC and Electrical registration requires a **current** State of Ohio Contractor License to be provided at the time of renewal. **It is the applicant's responsibility to provide us with a current license for our files when an update is received from the State, and not just at the time of initial registration or renewal, as well as a current workers compensation certificate as it becomes available.** Please accept this as your official notice. Expired registration requirements will delay your ability to obtain permits. A late fee shall be assessed for license renewals after February 28, 2007. Bond continuation certificates are acceptable (no riders).

**All registration/licensing renewal fees are \$150.00**

### **INSPECTIONS**

**ALL INSPECTIONS MUST BE SCHEDULED 24 HOURS IN ADVANCE. PLEASE HAVE THE CORRECT ADDRESS WHEN CALLING FOR AN INSPECTION.**

**The approved set of plans shall be on-site and available during the course of construction and shall remain on-site, until final inspections have been performed and approved.**

### **OTHER DEPARTMENTS**

Please contact the Engineering Department at 489-3381 to verify an existing address or to establish a new address. Contact the Water Department at 489-3310 for new or replacement water services and to verify if supplied by Canton City water.

### **BUILDING AND ZONING INSPECTORS**

<b><u>BUILDING</u></b>	Jerod Pennix	330-430-7800	<a href="mailto:jepennix@ci.canton.oh.us">jepennix@ci.canton.oh.us</a>
<b><u>HVAC</u></b>	Ernest Sellers	330-430-7815	<a href="mailto:eseller@ci.canton.oh.us">eseller@ci.canton.oh.us</a>
<b><u>PLUMBING</u></b>	James Ergon	330-430-7809	<a href="mailto:jlergon@ci.canton.oh.us">jlergon@ci.canton.oh.us</a>
<b><u>ELECTRIC</u></b>	Roman Bennett	330-430-7812	<a href="mailto:rbennet@ci.canton.oh.us">rbennet@ci.canton.oh.us</a>
<b><u>ZONING</u></b>	Darla Hinderer	330-430-7817	<a href="mailto:dshinderer@ci.canton.oh.us">dshinderer@ci.canton.oh.us</a>
<b><u>BUILDING TECH</u></b>	John Elavsky	330-430-7806	<a href="mailto:jrelavsky@ci.canton.oh.us">jrelavsky@ci.canton.oh.us</a>