

Ted Yates, Mayor



BUILDING DIVISION

Planning any on site improvements? What procedural steps are required before conducting those improvements? The information provided is directions of what requires an application to be submitted for review. Upon conclusion of the application being reviewed and if approved, the required inspections related to the application scope of work shall be performed. The Building Division is a resource entity for your site improvements so contact our office at 330.963.6270 for any questions.

PERMIT/INSPECTION PROCEDURE

All work shall be performed in a PROFESSIONAL manner. After construction documents have been approved and permit to work has been issued construction may proceed in accordance with the approved documents. Construction or work for which an approval is required shall be subject to inspection. It shall be the duty of the owner or the owner's duly authorized representative to notify the City of Twinsburg Division of Building when work is ready for inspection. Notification from the owner or the owner's agent that the work is ready for inspection, shall cause the inspections set forth in the required inspection list to be made by an appropriately certified inspector in accordance with the approved construction documents. Inspections shall be requested by via email inspections@twinsburg.oh.us to be scheduled appropriately in a timely manner.

When scheduling the inspection via email, the following information is requested:

1. Type of inspection requested?
2. Address and street name on the permit of record,
3. Name of the contractor on the permit of record,
4. Date and time for the inspection, either **AM/PM**.

The City of Twinsburg Ordinance 1323.05 requires all work that is not in compliance with all adopted codes and regulations that are **NOT APPROVED** shall have a fifty (\$50.00) dollar penalty assessed against the construction deposit. When a re-inspection is required based on the work is not ready for inspection or not in compliance with the applicable code. All work shall be completed in a PROFESSIONAL manner.

The Building Division hour of operation is 7:30 am thru 4:30 pm. The direct office phone number for the Division of Building is 330-963-6270 and fax number 330-963-6285.

Copy of an approved construction document(s) shall be on site of the duration of the scope of work being performed.

The following permits **SHALL** be obtained prior to any work accompanied with Construction Drawings **and/or** Site Plan as noted:

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|--|----------------------------------|
| Signs - construction drawings & site plan | Grading and Clearing – site plan |
| Fences – site plan incl. photo of type | Demolition – site plan |
| Additions/alterations (interior and exterior) – construction drawings & site plan | |
| Any electrical, mechanical, plumbing, and structural - construction drawings & site plan | |
| Retaining Wall (>30" in height) – construction drawings & site plan | |

All exterior/interior concrete flat work – site plan Sewers – site plan
 Road Opening Permit - construction drawings & site plan
 Satellite Dish (>24" in diameter) – construction drawings & site plan
 Fireplace (Masonry/Manufactured) – construction drawings & site plan
 Accessory Structures (decks, gazebo, sheds, pole bards, etc.) – construction drawings & site plan
 Swimming Pools (In/Above Ground) – construction drawings & site plan

The following permits **SHALL** be obtained prior to any work: no construction drawings or site plan

Lawn Irrigation System	Siding/ Roofing	Asphalt
Foundation Waterproofing	House Moving Permit	New A/C Condensers
New Furnace	New Electrical Panel/Meter box	
New Water Heaters (hot water tanks)		

ANY WORK COMMENCING WITHOUT THE PROPER PERMIT, THE PENALTY FOR SUCH IS THE FEES ARE DOUBLED (COT 1323.05).

The following work **SHALL** be inspected per plan review approval (COT 1323.05):

All Underground Utilities, interior and exterior (electric, gas, water, etc.)

Storm and Sanitary Sewers

Footer Elevation

Footer and Foundations

Drainage (footer drains) and Downspouts

Gravel Backfill

Plumbing-rough (including new hot water tank) and final per OPC 312.4****

Mechanical-rough (including new furnace) and final****

Electrical-rough (including new electrical panel) and final****

Structural-rough and final****

Temporary Electric and Permanent Electric Services

Gas Piping-rough and final per IFGC 406.4****

Water Services-rough and final per OPC 312.5****

Fire Protection Systems****

 Automatic sprinkler systems

 Fire alarm and detection systems

 Emergency alarm systems

 Smoke control systems

 Fire-resistant penetrations

 (Fire-resistance-rated-assemblies)

Energy efficiency (envelope insulation, duct system, fenestration, infiltration air barriers, caulking/sealing of openings in envelope & ductwork, and HVAC/water heating equipment efficiency.

Exterior and Interior Concrete Flat Work

Engineering Site review

Roofing/siding replacements or repairs

Post holes for fences and decks

Final on decks and fences

New Furnaces and New Water Heaters

Final Engineering site review****

Special inspections final statement Part III****

**** Denotes inspection required to obtain certificate of occupancy (COT 1323.07)

The following are required to be a registered contractor (licensed) with the City of Twinsburg (COT 1325.01):

General Building Contractors
Electrical
HVAC
Pavers
Landscaping
Roofers

Plumbing
Sign
Excavator
Concrete
Siding
Irrigation

Rjr/2018