



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 resource entity for your site improvements, contact our office at 330-963-6270 for any questions you may have.

PERMIT / INSPECTION PROCEDURE

All work shall be performed in a PROFESSIONAL manner. After construction documents have been approved and the 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 email at inspections@twinsburg.oh.us or phone at 330-405-1314 and scheduled in an appropriate and timely manner.

When scheduling an inspection via email, please provide the following information in the body of the email:

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 that 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 hours of operation: 7:30 AM – 4:30 PM. General Division of Building calls please call 330-963-6270. To schedule Inspections or to speak to an Inspector, please call: 330-405-1314. City of Twinsburg Building Division Fax: 330-963-6285.

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



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

- Signs – Construction Drawings and Site Plan
- Grading and Clearing – Site Plan
- Demolition – Site Plan
- Fences – Site Plan including Photo of Type
- Additions/Alterations (*Interior / Exterior*) – Construction Drawing and Site Plan
- Any Electrical, Mechanical, Plumbing, and Structural – Construction Drawings and Site Plan
- Retaining Wall (>30" in height) – Construction Drawings and Site Plan
- All Exterior/Interior Concrete Flat Work – Site Plan
- Sewers – Site Plan
- Road Opening Permit – Construction Drawings and Site Plan
- Satellite Dish (>24" in diameter) – Construction Drawings and Site Plan
- Fireplace (*Masonry/Manufactured*) – Construction Drawings and Site Plan
- Accessory Structures (*Decks, Gazebo, Shed, Pole Bards, etc.*) – Construction Drawings and Site Plan
- Swimming Pools (*In / Above Ground*) – Construction Drawings and Site Plan

The following permits **SHALL** be obtained prior to any work: No Construction Drawings or Site Plans

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|------------------------|------------------------------------|-------------------|
| Lawn Irrigation System | Foundation Waterproofing | Asphalt |
| New Furnace | New Electrical Panel / Meter Box | New A/C Condenser |
| House Moving Permit | New Water Heaters (Hot Water Tank) | Siding / Roofing |

ANY WORK COMMENCING WITHOUT THE PROPER PERMIT WILL HAVE A PENALTY ASSESSED WHERE 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 **

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

Fire Protection Systems **

- Automatic Sprinkler Systems
- Fire Alarm and Detection Systems
- Emergency Alarm Systems
- Smoke Control Systems
- Fire-Resistant Penetrations
- Fire-Resistance Related Assemblies

Energy Efficiency (Envelope Insulation, Duct System, Fenestration, Infiltration Air Barriers, Caulking/Sealing of Openings in Envelope and Ductwork, and HVAC/Water Heating Equipment Efficiency)

Exterior and Interior Concrete Work

Engineering Site Review

Roofing / Siding Replacements or Repairs

Post Holes for Fences and Decks

Final on Fences and Decks

New Furnaces and Hot Water Heaters

Final Engineering Site Review **

Special Inspections Final Statement Part III **

*** Denotes Inspection required to obtain a Certificate of Occupancy (COT 1323.07)*

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

General Building Contractor
Electrical
HVAC
Pavers
Landscaping
Roofers

Plumbing
Sign
Excavator
Concrete
Siding
Irrigation