



## **RESIDENTIAL PERMIT SUBMISSION PROCEDURE** **New Construction, Additions, Alterations, and Repairs**

Application for site plan review, building plan review and building permit must be applied for in person at the Summit County Department of Building Standards office located at:

1030 East Tallmadge Avenue  
Akron, Ohio 44310

The following items are required in order to process an application:

1. A **zoning certificate** from the zoning department of the municipality where the proposed project is located.
2. A **sewer or septic permit** from the authorizing agency. For most projects contact:  
Sewers - Summit County Department of Environmental Services 330.926.2434  
Septic - Summit County Health Department 330.923.4891
3. A completed **Model Energy Code Trade-Off Worksheet**, available from most insulation companies or the United States Department of Energy website [www.eren.doe.gov](http://www.eren.doe.gov).
4. The **Permanent Parcel Tax Identification Number** which is generally located on the deed or tax bill of the property, or can be obtained at the following locations:  
Summit County Auditor's Office  
175 South Main Street, 3<sup>rd</sup> Floor  
Monday through Friday, 7:30 am to 4:00 pm  
Auditor's Real Estate Division 330.643.2638  
Or via the internet: [http://www.summitoh.net:86/summit/pawsmain\\_real.html](http://www.summitoh.net:86/summit/pawsmain_real.html)
5. **Two (2) sets of building plans** which should include the following information and must be on at least 11" x 17" paper:
  - Site plan drawn to scale, indicating the location of the structures, property lines, paved areas, etc.
  - Floor plans for each floor including basements, garages, and crawl spaces preferably drawn at 1/4" = 1'-0".
  - Exterior elevation views of all sides of the proposed structure.
  - Detailed cross-section of a typical bearing wall indicating building materials, heights, insulation, etc.
  - Material specifications.

6. **Four (4) sets of site improvement / topography plans** which should include the following information and must be on at least 11' x 17" paper, with a minimum drawing scale of 1" = 20'-0", prepared by a professional engineer, professional surveyor, or registered architect, sealed and signed by same (refer to attached "Sample Plan" for specific requirements):
  - Legal identification of parcel, lot lines, set-back lines.
  - Topographical elevation/contours for entire site, including existing and proposed.
  - Utility information, including sizes, locations, inverts, proposed connections, etc.
  - Indicate drainage structures such as swales, catch basins, ditches, etc.
  - Additional information that may be required due to any special circumstances or situations that may apply to the project.
7. Additional information may be required due to any special circumstances or situations that may apply to the project.
8. Upon plan approval, the applicant is eligible to submit an application for the permits required for each discipline involved with the project.