

All permit, registration and inspection fees are payable to the "City of Warren" by check or money order. No cash will be accepted.

COPIES:

8 1/2" x 11" copies	\$0.25
11" x 17" copies	\$0.25
Drawings & Maps	\$0.25/linear ft.
Sewer Book Pages	\$1.00
Large City Map	\$1.00
Full Size Planning Map	\$3.00
City Map with Zoning	\$1.00

The City Street Directory is a guide which lists streets and addresses that are within the Warren city limits. It can be found online at

[www.warren.org](http://www.warren.org)



CITY OF WARREN, OHIO

ENGINEERING, PLANNING & BUILDING DEPT.

540 Laird Avenue SE  
Warren, Ohio 44484

Phone: 330-841-2562  
Fax: 330-841-2614  
[www.warren.org](http://www.warren.org)

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PLANNING & BUILDING  
DEPARTMENT**



540 Laird Avenue SE

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**ENGINEERING, PLANNING & BUILDING OFFICE**

CONTRACTOR REGISTRATION

Before a contractor's registration is granted or renewed, the applicant shall pay to the City of Warren the following fees:

TYPE	INITIAL	RENEWAL
General Contractor	\$200.00	\$100.00
Mechanical, Electrical or Mechanical Subcontractor	\$200.00	\$100.00
Street Contractor	\$50.00	\$25.00

New registrants must submit the following:

- Federal Tax Identification Number
- Social Security Number
- Surety Bond in the amount of Ten Thousand Dollars (\$10,000.00)
- Ohio Worker's Compensation Certificate (if other than Sole Proprietorship)
- Proof of Liability Insurance Coverage, with a minimum coverage of three hundred thousand dollars (\$300,000.00)
- A current City of Warren Income Tax Account Number
- Proof of State or Federal License per House Bill 402

**Permits can only be issued to registered contractors pursuant to the Codified Ordinances of Warren, Ohio 1305.015 or to homeowners who work on the single family dwelling in which they reside. Homeowners must sign a waiver as specified in Section 1305.08 of the Codified Ordinances.**

**Do not delay registering. The registering process may take several weeks.**

**All construction commenced before obtaining permits is subject to all applicable fines in accordance with the Codified Ordinances of the City of Warren, Ohio 1307.08 Failure to Obtain Permits.**



**ENGINEERING DIVISION**

STREET RIGHT OF WAY PERMITS

Permits are issued to licensed contractors who engage in any type of work within the street right of way: excavation, boring, curb cuts, sidewalks, drive approaches, storm sewer connections, ditch pipe installation, utility repairs, etc.

Street Right of Way Permit \$25.00

Only permits for ditch pipe installation are issued without a licensed contractor's signature.

Permits for storm sewer connections must be signed by a licensed sewer builder or licensed plumber.

SANITARY SEWER PERMITS

A sanitary sewer permit must be obtained for all connections to the sanitary sewer and are issued only to licensed sewer builders & licensed plumbers.

Sanitary Sewer Connection Fees:

	<u>Service</u>	<u>Inspection</u>
Residential	\$300.00	\$25.00
Commercial	Per Usage	\$50.00
Industrial	Per Usage	\$75.00

Industrial connections must be approved by the City of Warren's Water Pollution Control Pre-Treatment Coordinator.

**See the Engineering Division for the following:**

- Sanitary and Storm Sewer Records
- Various Maps and Records of the City of Warren

# BUILDING DIVISION

## SPECIAL RESIDENTIAL PERMIT FEE SCHEDULE

Codified Ordinances Section 13-Building Code

\* Add an additional 1% of Residential Building Permits for the Ohio Board of Building Standards Assessment



Description	Fee	Inspection	Zoning	Plan Review	Total
Single garage, detached, new construction	\$20.00	\$5.00	\$10.00	\$5.00	\$40.00
Double garage, or larger, detached, new construction	\$30.00	\$5.00	\$10.00	\$5.00	\$50.00
Utility buildings, or other detached structures of 100 or more sq. ft..	\$30.00	\$5.00	\$10.00	\$5.00	\$50.00
Re-siding, vinyl, aluminum or wood	\$25.00	\$5.00	-	-	\$30.00
Window new <i>or</i> replacement	\$25.00	\$5.00	-	-	\$30.00
Entry Door new <i>or</i> replacement	\$25.00	\$5.00	-	-	\$30.00
Re-roofing	\$25.00	\$5.00	-	-	\$30.00
Basement waterproofing	\$25.00	\$5.00	-	-	\$30.00
Fireplace, each	\$25.00	\$25.00	-	-	\$50.00
Wood stove, freestanding, or manufactured fireplace, each	\$20.00	\$25.00	-	-	\$45.00
Decks	\$25.00	\$5.00	\$10.00	-	\$40.00
Swimming pool, with a controlled water supply over 24 inches in depth <i>or</i> 180 sq. ft. of surface area	\$25.00	\$5.00	\$10.00	-	\$40.00
Description	Fee	Inspection	Zoning	Sewer Sealing	Total
Demolition, house-one story	\$65.65	\$5.05	-	\$25.00	\$95.70
Demolition, house-two story	\$131.30	\$5.05	-	\$25.00	\$161.35
Description	Fee	Inspection	Zoning		Total
Demolition, single garage	\$10.10	\$5.05	-	-	\$15.15
Demolition, double garage, or larger	\$20.20	\$5.05	-	-	\$25.25
Moving of any structure	\$65.00	\$20.00	\$10.00	-	\$95.00
Boarding	\$25.00	\$5.00	-	-	\$30.00
Certificate of use and occupancy	\$20.00	\$10.00	-	-	\$30.00
Hot water tank, replacement	\$25.00	-	-	-	\$25.00
Heating systems, up to 150,000 BTUs	\$50.00	\$25.00	-	-	\$75.00
Electrical service ( re-connection )	\$25.00	-	-	-	\$25.00
Description	Fee	Inspection	Zoning	Meter Socket	Total
Electrical service	\$25.00	\$ 25.00	-	\$20.00	\$50.00

NOTE: Electrical, Plumbing, Heating, Ventilating, Air Conditioning and Refrigeration re-inspection, each occurrence \$25.00 / Building \$15.00

**All fees are subject to change.**

## BUILDING PERMITS

Building Permits are issued to contractors who are registered in the city and to homeowners who wish to undertake work at their own property in which they reside.

## RESIDENTIAL PERMIT FEE SCHEDULE

**Single Family New Dwelling:**  
 \$100.00 plus \$4.00 per 100 sq. ft.  
 Inspection \$75.00  
 Zoning \$25.00

**Multi-Family New Dwelling:**  
 \$65.00 per unit plus \$4.00 per 100 sq. ft.  
 Inspection \$50.00 per unit  
 Zoning \$25.00

**Alteration / Addition:**  
 \$40.00 plus \$4.00 per 100 sq. ft.  
 Inspection \$20.00  
 Zoning \$10.00

*Add an additional 1% of Building Permit Fees on Residential Permits for the Ohio Board of Building Standards Assessment.*

## ELECTRICAL, PLUMBING & HVAC PERMITS

Electrical, plumbing, & HVAC permits are issued to contractors who are registered with the city and carry a State of Ohio Certificate of Competency. A homeowner may be issued an electrical, plumbing or HVAC permit only if the work to be done is at their property in which they reside and the owner is doing the work.

## PLAN EXAMINATION SUBMITTAL PROCESS

Submit two sets of construction documents and all other data with an application for plan examination, a project sign off sheet, and the processing fee of fifty one dollars and fifty cents (\$51.50).

Documents must be prepared and sealed by an Ohio architect or professional engineer. Occupant loads are required for all submittals. Do not state that the occupant load is existing when submitting an application for alterations.

See [www.warren.org](http://www.warren.org) for complete instructions and forms for your submittal.

## For Additional Fees & Specifications Contact:

Chris Taneyhill, Building Official	330-841-2617
Harry Kriner, Building Inspector	330-841-2916
Plumbing Inspections	330-841-2615
Electrical Inspections	330-841-2616



# PLANNING DIVISION

## PLANNING & ZONING PERMIT

Applications for zoning permits shall be submitted on the form given by the planning division. The application must include the full name and address of the applicant and of the owner along with a sketch or plot plan of the proposed construction. See the building division's fee schedules for the proper fee. Zoning permits are issued for all new construction and remodeling.

## SIGN PERMIT

A mandatory signage application must be submitted for review to the Planning Coordinator. A drawing of the sign and a site plan showing the location of the sign must accompany the application. The sign permit is issued by the building division after approval by the Planning Coordinator.

## ZONING MAPS

City maps displaying zoning districts are \$1.00. Full size planning (tax) maps are \$3.00. 11" x 17" planning maps are \$0.25.

## See the Planning Division for the following:

- Fence Guidelines
- Enforcement of Zoning Regulations
- Allowable Uses in Zoning Districts
- Enforcement of Residential Parking Regulations
- Inoperable or Junk Car Removal
- Full Size Maps showing city lots \$3.00 each
- Approval for Subdivisions & Replats
- Site Plan Review
- Annexation Petitions
- Zone Changes
- Zoning Variances
- Street Vacations

## For Additional Information Contact:

John May, Planning Coordinator 330-841-2582