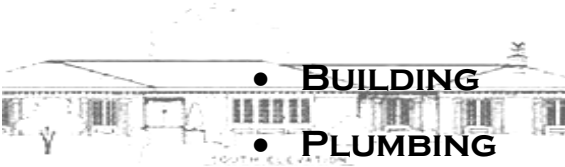


CITY OF STOW
BUILDING DEPARTMENT
GUIDE

TO
ONE, TWO AND THREE
FAMILY DWELLING
RESIDENTIAL PERMITS
FOR



- **BUILDING**
- **PLUMBING**
- **ELECTRICAL**
- **MECHANICAL**
- **ENGINEERING**
- **WATER/SEWER**
- **ZONING**

CITY OF STOW
BUILDING DEPARTMENT

3760 Darrow Road

Stow, Ohio 44224

Phone Numbers:

City Hall

Phone: 330-689-2700

Building Department

Phone: 330-689-2729 Fax: 330-688-2705

Email: bldg@stow.oh.us

**Zoning
(Planning & Development Department)**

Phone: 330-689-2812

Email: PlanningDepartmentInternet@stow.oh.us

Water Permits

Phone: 330-689-2719

Email: stowcity@stow.oh.us

City of Stow
Building Department

Office Hours:

8:00 a.m. to 4:30 p.m.

Monday – Friday

**No permits will be issued
after 4:00 p.m.**

Inspectors Office Hours:

8:00 a.m. to 9:00 a.m.

and

4:00 p.m. to 4:30 p.m.

Monday – Friday

Stow Building Department

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Stow Building Department

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INTRODUCTION

This guide was developed to assist you through the residential permit requirements and procedures in the City of Stow. Hopefully, this booklet will simplify and expedite the process of obtaining a permit, scheduling inspections, and assist as a general guide to City procedures and requirements.

Codes and ordinances are adopted to provide minimum standards for the protection of life, limb, health, property, environment, and for the safety and welfare of the consumer, general public, and occupants of residential dwellings. Enforcement of these codes is essential for maintaining attractive and safe housing for all Stow residents.

CHAPTER 1

RESIDENTIAL PERMIT INFORMATION

WHAT IS A PERMIT?

A permit is a license granting legal permission to construct, enlarge, alter, repair, or demolish a dwelling or a structure, or install, alter or repair mechanical, electrical, or plumbing systems within a dwelling or structure.

TYPES OF PERMITS

The City of Stow issues the following types of permits: Building, Mechanical, Electrical, Plumbing, Engineering (Right-of- Way), Water and Zoning.

Your project may require one or more of the permit types listed above depending on the scope of the work to be performed. If there is a question about whether or not a permit is required, contact the Building Department.

Advantages to obtaining a permit for construction include:

- Each phase of construction is inspected and approved for compliance with the code.
- If there is a violation, the inspector can advise on how to correct the problem.
- There may be legal and financial liabilities to the homeowner when work is performed without a permit.

The codified ordinances of the City specify that a permit must be issued when work is to be performed in any of the following areas:

- Residential Structures
- New one, two and three family dwellings
- Additions to one, two and three family dwellings
- Accessory buildings and additions thereto
- Alteration and restoration of residential structures

- Electrical installation
- Mechanical installation (H. V. A. C.)
- Decks, porches and enclosures
- Roofing
- Siding (electric permit also needed)
- Fences
- Right-of-way (site work)
- Demolition
- Swimming pools (electric permit also needed)
- Structural retaining walls
- Major repairs or installations
- Plumbing Installation

When applying for a permit, complete construction drawings may be required. The review period depends upon the type of permit being applied for.

WHO OBTAINS A PERMIT?

The property owner/occupant may take out a permit if they desire to do the work themselves or if they are acting as their own contractor. Otherwise, a registered general contractor or subcontractor in the electrical, plumbing or mechanical trades must obtain the permit. The permit holder is legally responsible for the work for which the permit was approved and issued.

PERMIT FEES

Permit fees for residential projects vary from fixed rate fees to fees based on estimated value or square footage. If work is started prior to obtaining a permit, the penalty is the original permit fee plus an additional 300%. Fees can be paid with a check, cash or credit card (Mastercard or Visa – a 2.5% charge is added if paid with credit card).

RIGHT-OF-WAY BOND

In addition to a permit fee, a bond may be required for work within the City right-of-way. The right-of-way bond is refundable upon request after work has been inspected and approved.

STREET TREES

A street tree deposit may be required for new residential construction. The City Arborist reviews the Site Plan and approves street tree plantings on curbed streets. A tree planting form is filled out by the Arborist and returned to the Building Department for processing with the building permit application. A fee will be charged per tree to be planted on the tree lawn. (The tree lawn is the grass area between the sidewalk and the street). The tree fee is based upon the length of street frontage.

EXPIRATION OF PERMITS

A permit is invalid if construction, erection, alteration, or other work upon the building has not commenced within twelve months from the date the permit is issued. One extension shall be granted for an additional twelve month period if requested by the owner at least ten days in advance of the expiration of the permit.

Extension: If in the course of construction, work is delayed or suspended for more than six months, the permit is invalid. Two extensions shall be granted for six months each if requested by the owner at least ten days in advance of the expiration of the permit.

CONTRACTOR REGISTRATION REQUIREMENTS

Contractors must be registered with the City of Stow. Applicants must complete a building contractor registration application, which may be picked up at the Building Department counter or also available online at www.stowohio.org.

Electrical, plumbing and mechanical applicants must also submit a current State of Ohio Certificate of Qualification issued by the Ohio Construction Industry Examining Board.

RESIDENTIAL ENERGY CONSERVATION REQUIREMENTS

The Ohio Board of Building Standards has adopted energy conservation standards for detached one, two, and three family dwellings in Ohio. These requirements may be found in Chapter 11 of the RCO – Residential Code of Ohio

In order to establish compliance and enforcement, the Building Department requires energy conservation compliance data for residential projects when plans are submitted. If you are not familiar with this requirement, consult with your H. V. A. C. or insulation contractor. The Greater Akron Homebuilders Association also has information available on this subject.

Code and Standards publications are available at International Code Council, Phone 1-888-ICC-SAFE or www.iccsafe.org

RESIDENTIAL PLAN REVIEW

The Building Department will take the documents and plans you submit and distribute the information to the various city departments for review. The plan review period generally takes 3 - 5 working days. If additional information is required, the applicant will be contacted. The status of any permit application may be checked by calling the Building Department during business hours.

WHEN IS A PERMIT NOT REQUIRED?

Generally, permits are not required for routine maintenance of existing structures or dwellings. Some examples are as follows:

- Replacing lumber on a porch or deck
- Replacing windows or doors in existing openings
- Painting

If you have a question or are in doubt regarding when a permit may be required, please call the Building Department.

HOUSE NUMBERS

The Engineering Department issues house numbers for all new one, two and three family dwellings. The house numbering slip will be needed to obtain sanitary sewer permits.

WATER AND SEWER PERMITS

The Sanitary Sewer permits must be obtained from the Summit County Department of Environmental Services prior to the issuance of the Water Permit. Sanitary Sewer permits can be obtained at The Summit County Department of Environmental Services, 1180 S. Main St., Akron, Ohio 44301, phone (330) 926-2400.

Water permits are issued through the City of Stow Engineering Department and generally take 3-5 days for review and approval. The water permits, current fees and specifications can be obtained at the City of Stow Engineering Department, 3760 Darrow Road, Stow, Ohio 44224, (330) 689-2719, Monday through Friday (excluding holidays), 8:00 a.m. to 4:30 p.m.

Both the Sanitary Sewer permit and Water permit must be obtained prior to the issuance of a New Home Building Permit.

WELLS

Well permits are issued by the Summit County Environmental Health Department, 1100 Graham Road Circle, Cuyahoga Falls, Ohio, 44223, (330) 923-4891. If you are unable to obtain a well permit prior to construction, an affidavit may be required by the Building Department. The affidavit is acknowledgement that drinkable water is required in the dwelling prior to occupancy.

CHAPTER 2

ZONING REQUIREMENTS

- You can search the City of Stow's code: https://codelibrary.amlegal.com/codes/stow/latest/stow_oh/0-0-0-35700
- Stow's zoning map location: <https://stowohio.org/zoning-maps/>

ZONING REGULATIONS

The City of Stow's zoning code divides the City into specifically defined designations. For example, a single-family residential district (R-1, R-2, R-3) signifies that only a specifically defined residential unit is to be constructed on a defined parcel. Other uses may require Planning Commission's review and Council's approval. When applying for a permit, the Planning & Development Department initially reviews the application. The site plan and structure location must comply with the requirements of the zoning designation of the parcel in which you intend to modify. However, at a minimum, the site plan shall include:

- Distances from the proposed structure to all property lines
- Location of and total area (square feet) of all structure(s)
- Distances between all paved areas as well as other structures on the property
- Known easements on the property

More than likely there will be further requirements depending on the variables involved in your project.

ZONING RESTRICTIONS

The zoning code maintains the health, safety, and welfare of the community as well as upholds the design and character of the neighborhoods within the community. The code regulates the use, density, lot size, width/ area, appearance, location and height of buildings, and other defined requirements. The zoning code requires specified minimum distances between structures and property lines. The setback is measured to the nearest point (toward a property line) on the building footprint, including, but not limited to, cantilevers for bay windows, fireplaces, etc.

Properties may have utility easements and public right-of-ways, affecting building location and other construction issues.

Property owners should check deed restrictions and subdivision covenants when planning a project. The City of Stow **does not** review, check, or enforce these requirements.

VARIANCES TO THE ZONING CODE

There will be instances when a proposal is made that requires a variance from the zoning code. The Building and Zoning Appeals Board (BZA) is a group of Stow citizens appointed by the Mayor to review variance requests to the City Zoning and Building Codes. If a requirement cannot be met due to a special hardship, an appeal for a variance may be made to this Board. Applications to file an appeal can be found online at <https://stowohio.org/document-center> under the Planning & Development tab.

If after reading through the code you have questions regarding the zoning code, zoning designations, permitted property uses, setbacks, etc., please call the Planning & Development Department located on the second floor, south wing of City Hall at (330) 689-2812. Zoning office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m. The office is closed from 12:00 p.m. to 1:00 p.m.

ZONING DISTRICT MINIMUM REQUIREMENTS

MIN. LOT AREA, WIDTH AND FRONTAGE (1143.03)

District	Minimum Lot Area (Square Feet)	Minimum Lot Width at Building Line (feet)	Minimum Lot Frontage at Front Lot Line (feet)
O	5 acres	300	100
R-1	20,000	100	45
R-2	16,000	90	40
R-3	12,000	80	35

MINIMUM REQUIRED YARDS FOR PRINCIPAL USES (1143.04)

For each principal use located in the O, R-1, R-2, R-3 and R-B Districts, front, side and rear yards shall be provided in accordance with the dimensions specified in the following table. Each yard shall be unobstructed by any structure except as otherwise provided in the zoning code. Such areas, together with all other portions of the zoning lot not covered by permitted structures, shall be landscaped with grass, trees, shrubbery and/or other appropriate ground cover or landscaping material, which shall be adequately maintained, so as to assure absorption of rainfall, and to prevent erosion from rapid runoff of surface water.

District	Minimum Dimensions in Feet		
	Front Yard Depth	Rear Yard Depth	Each Side Yard Width
O	100	50	25
R-1	50	45	15
R-2	40	30	10
R-3	40	30	8

DWELLING UNIT REQUIREMENTS (1143.05)

For the purpose of determining the minimum foundation size and floor area, porches, steps, breezeways, attached or built-in garages, or other attached structures not intended for human occupancy shall be excluded.

- **Minimum Foundation Size.** The foundation size of a single-family dwelling shall be not less than specified below.
 - (a) One-story single-family dwelling: 960 square feet minimum foundation
 - (b) Multi-level single-family dwelling: 720 square feet minimum foundation
- **Minimum Floor Area.** The floor area of a single-family dwelling shall be not less than 960 square feet.

Height Regulations (1143.06)

In O, R-1, R-2, R-3 and R-B Districts, the height of any building for a permitted principal use shall not exceed 35 feet, except for appurtenances as regulated in Section 1185.01(c).

CHAPTER 3

BUILDING REQUIREMENTS

BUILDING CODE

The City of Stow enforces the Residential Code of Ohio (RCO) for residential construction. A copy of the code is available for reference at https://www.com.ohio.gov/documents/bbst_residentialcodeofohioeffectivejuly1,2019.pdf

MECHANICAL CODE

The mechanical chapters of the RCO specifies requirements for residential heating, ventilation, and air conditioning installations.

PLUMBING CODE

The plumbing chapters of the RCO specifies requirements for residential plumbing installations.

ELECTRICAL CODE

The National Electrical Code governs the wiring of residential structures. The Building Department has copies of this code available for reference.

RIGHT-OF-WAY REQUIREMENTS

The Engineering Department has established general site improvement criteria and construction standards for new and existing properties. A Right-of-Way permit is issued for construction within the public right-of-way and within certain easements dedicated for public use. This permit covers such installations as city sidewalks, driveway approaches, storm sewer connections, water and gas lines, etc.

PERMIT APPLICATIONS

Applications must be submitted for each of the following permit types: Zoning, Building, Electrical, Plumbing, Heating, Water, Engineering (Right-of-Way). Applications are available at the Building Department of Stow City Hall or also available online at www.stowohio.org.

CHAPTER 4

ENGINEERING REQUIREMENTS

SITE PLAN FOR NEW ONE, TWO, AND THREE FAMILY DWELLINGS

When plans are submitted for new one, two and three family dwellings, two copies of a topographic survey and site plan are required. All site plans to be reviewed by the City shall include the following information:

A. GENERAL INFORMATION

- The scale of the site plan not less than 1:20 scale;
- Include the lot number, subdivision, builder and property owner; and
- Indicate all property pins and lot dimensions including bearings and **distances**. Also indicate true ↑North with an arrow.

B. LOT DIMENSION INFORMATION

- Distances of front, rear, and side yard;
- Building setback of all buildings existing and to be constructed on the lot;
- Location and dimension of all proposed and existing structures on the lot including porches, decks, fireplaces, etc.;
- Flow arrows with proposed spot grades indicating site drainage pattern and swales;
- Show the location of city walks, driveways and approach, steps and building walks, retaining walls, fences, etc.;
- Show the location and size of sanitary and water service connections;
- Indicate storm water and sump drainage system;
- Show erosion control measures, and a typical lot erosion control detail can be obtained from the Building Department.
- Show location and elevation of the benchmark used for the

site.

C. ELEVATION INFORMATION

Elevation information shall be submitted in U. S. G. S. format. Benchmark information may be obtained from the Engineering Department, or from the Summit County Department of Environmental Services (D. O. E. S.). **(Show existing elevations over proposed.)** Required site elevation information should include:

- The first floor of the dwelling, garage finished floor, basement finished floor, and bottom of the footer on all buildings;
- Finish curb or crown of the street at a point of extension of the lot lines;
- Existing and proposed grade elevations at each principle corner of all proposed and existing structures on the lot;
- Any construction that disturbs 1 acre or more will require an Ohio EPA NPDES Notice of Intent (NOI). The contractor/owner is responsible for obtaining the permit. A copy of permit shall be supplied to the City.
- Finished grade at the back of the city walk.
- Finished ground and first floor elevations of buildings on adjacent lots and
- Elevations and topographic features for all areas within 25 ft. of lots which are on the same side of the street.

Note: The garage floor elevation shall be a minimum of +1.5 ft. above the top of the curb in line with the center of the garage doorway. The maximum recommended drive slope is +10%.

D. GENERAL GRADING REQUIREMENT

The slope away from buildings shall fall a minimum of 6 inches within the first 10 ft., except as restricted by the property line where the fall shall be 6 inches regardless of the horizontal distance.

E. OHIO EPA PERMIT

If the residential lot is within a platted subdivision covered by an Ohio EPA NPDES, Notice of Intent (NOI), the contractor/owner is

responsible for obtaining an individual lot Notice of Intent. A copy of the application sent to the OEPA shall be provided to the City.

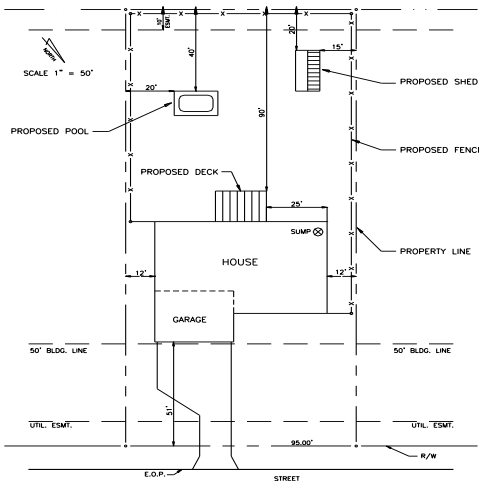
CHAPTER 5

CONSTRUCTION DRAWINGS

Construction drawings drawn to scale (1/8" or 1/4" per foot) are required for new residential building construction, as well as additions or structural alterations to existing residential buildings and site improvements to new or existing lots.

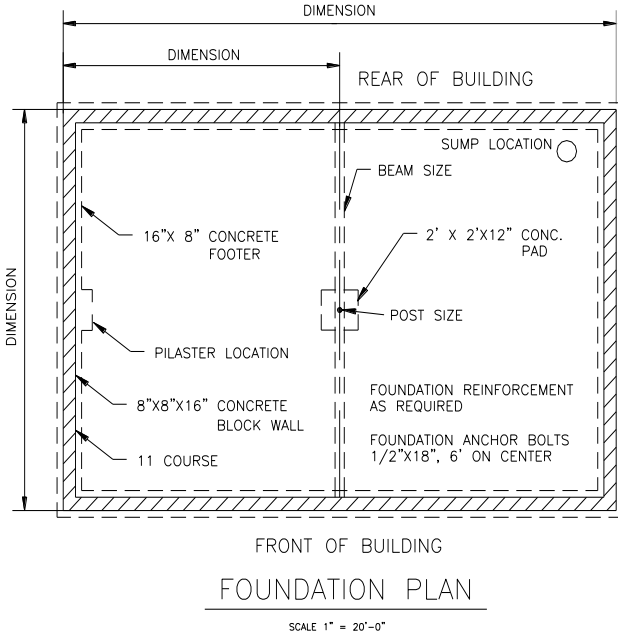
TYPICAL SITE PLAN FOR AN ADDITION, ACCESSORY BUILDING, FENCE, POOL, OR DECK

An additional site plan shall be drawn to scale showing all existing and proposed structures and building dimensions, property lines and the addition area on all sides. Also, include distances between any existing or proposed structures.



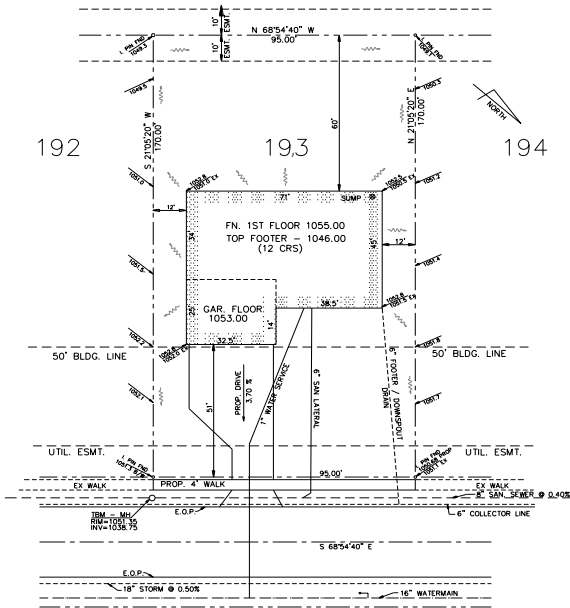
FOUNDATION PLAN

A foundation plan shall show the dimension of the proposed foundation, including footers, pilasters, beam locations, beam sizes and spans, foundation wall dimensions, sump location, post size and spacing, etc. Show all floor drains, basement and garage, and outlets t sanitary.



TYPICAL SITE PLAN FOR NEW ONE, TWO AND THREE FAMILY DWELLINGS

A typical site plan for new a new home would include building elevation information and site improvements, i.e., sanitary connection, storm drains, water, gas and electric connections, city sidewalk, driveway, etc. The plan requirements of a topographical survey submittal for a new home is spelled out in Chapter 4, Engineering Requirements. Show property contours.



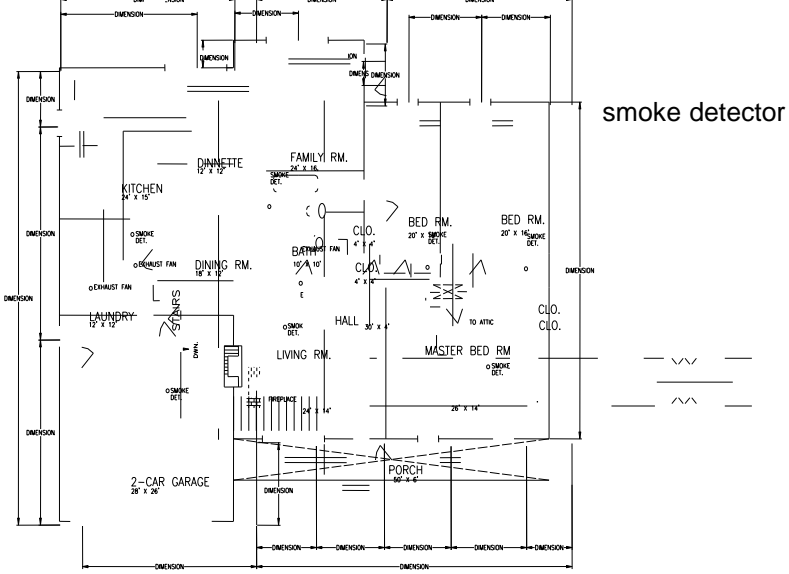
SCALE: 1" = 20'

FLOOR PLAN

A floor plan shall show all architectural and structural features of your home, including all room dimensions and designations, window sizes and locations, fireplace and chimney locations, exterior header sizes, stairways, attic access openings, attached garage, smoke detector and exhaust fan locations, etc.

FLOOR PLAN

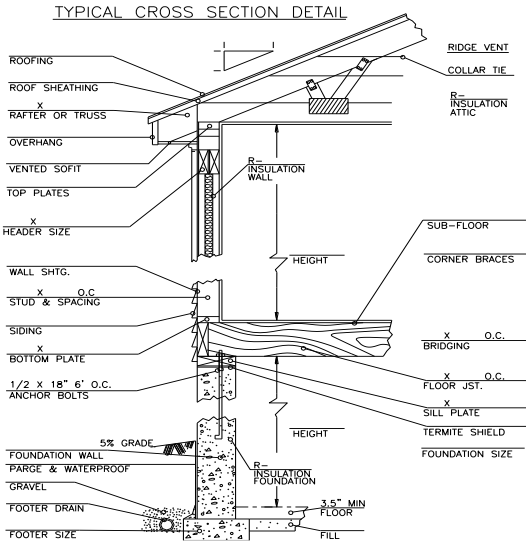
A floor plan shall show architectural and structural features of your including all room dimensions and designations, window sizes and locations, fireplace and chimney location, exterior header sizes,



A section drawing is a slice through the structure showing the bsec

CROSS SECTION DETAIL

A section drawing is a slice through the structure showing the building section from footer to the roof covering and all components in between.

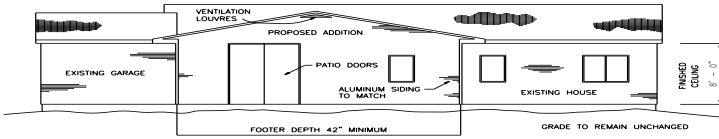


EXTERIOR ELEVATIONS

An exterior elevation is a picture view of the proposed project from all sides showing what the structure will look like when completed. Architectural features should include:

- Position and height of windows and doors;
- Proposed roof slope and overhang dimension;
- Type of exterior finish materials;

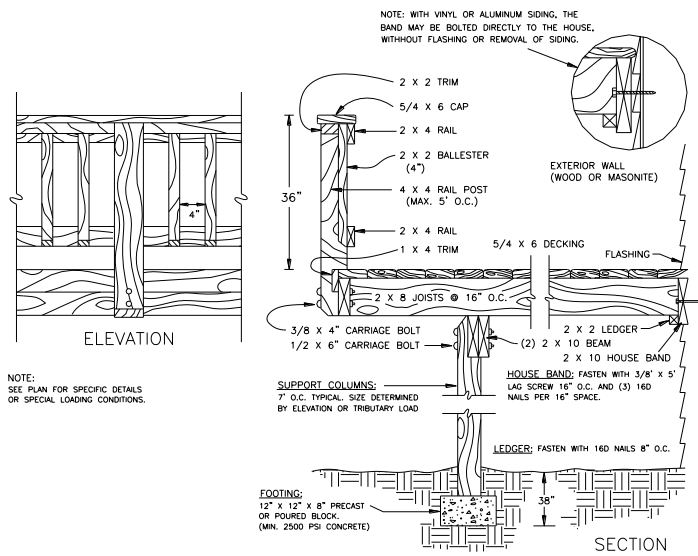
- General grade around the structure;



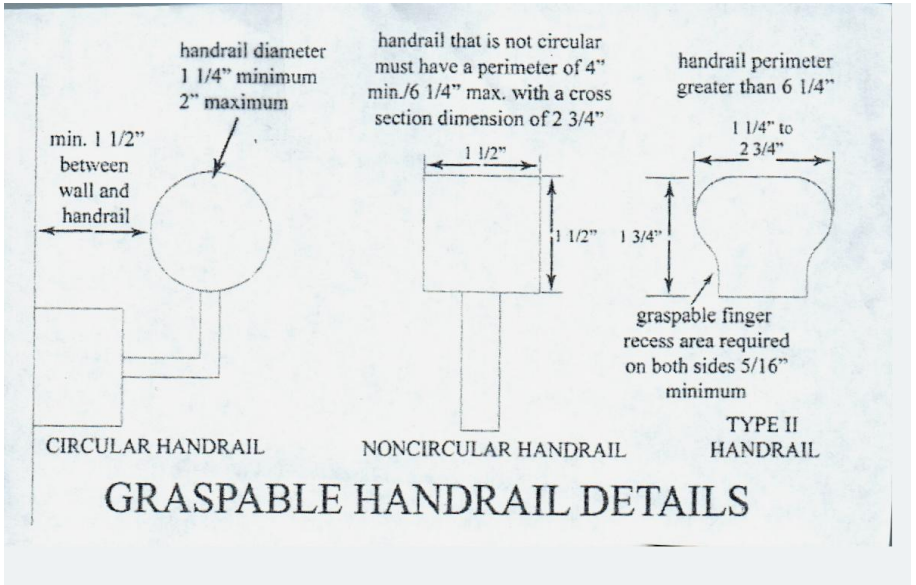
REAR ELEVATION
SCALE 1" = 20'

TYPICAL DECK PLAN

When submitting plans for a new deck include a site plan, typical cross section detail (see below) and a framing/floor plan. A deck floor / framing plan should incorporate a to scale rendering of the overall shape of the deck including guardrail detail, floor joist size and spacing, floor covering information, stairway location including step rise and run dimension, support post size and spacing, beam size, footer detail, and deck to house connection.



TYPICAL DECK AND RAIL DETAILS



CHAPTER 6

INSPECTIONS

BUILDING INSPECTIONS

Inspections are intended to protect the homeowner against shoddy work, faulty materials, deviations from the approved plans and violations of code that could result in unsafe or hazardous conditions. A re-inspection fee may be assessed if the same violation occurs on more than two subsequent inspections.

Inspections may be scheduled by calling the Building Department at (330) 689-2729 or 24-hour voice mail at (330) 689-2728. Inspections can also be scheduled on our website at www.stowohio.org. Same day inspections can be obtained if called in before 9:00 a.m. When requesting an inspection, please provide the following information:

- Permit Number
- Address

- Phone Number
- Contractor Name or Homeowner's Name
- Type of Inspection

Building inspections should follow the sequence of construction. Mechanical and Electrical inspections must be approved prior to the framing inspection. All dwelling units must pass final inspection before occupancy will be issued. The following is the general sequence in which inspections should occur:

General Inspection Sequence

1. Zoning
2. Footer
3. Foundation
4. Rough
 - A. Plumbing
 - B. Electrical
 - C. Mechanical (H. V. A. C.)
 - D. Framing
5. Driveway approach and city walk
6. Electrical underground
7. Electrical service
8. Insulation
9. Final
 - A. Heat
 - B. Electric
 - C. Building
 - D. Engineering
 - E. Plumbing
 - F. Water Meter Set

ENGINEERING INSPECTIONS

Engineering inspections can be scheduled by calling the Engineering Office at (330) 689-2719. A 24-hour notice is required for all inspections. Engineering inspections are required for the following:

- Driveway approach
- New water connection
- City sidewalk
- Storm sewer tie-ins
- Erosion and sediment controls will be inspected at each site visit by City of Stow Representatives

ENGINEERING GRADING FINAL AND BOND RELEASE REQUIREMENTS

- Foundation backfilled and fine graded.
- Downspout connections completed, inspected, backfilled, and graded
- Sidewalks and approach completed including backfill and fine grading.
- Tree lawn or ditch line fine graded.
- Culverts installed, no bent or crushed ends allowed.
- Yard drains (if required) completely installed, and tie-in inspected, backfilled and fine graded.
- Swales established where required.
- Final Engineering grading approval.
- No spoil piles or trash left in yard.
- House numbers installed on house.
- Property pins in place.

ZONING

Zoning inspections are required for all new construction for which a zoning certificate has been issued including the following:

- All new structures
- Fences

- Accessory buildings (including gazebos)
- Swimming pools
- Additions to existing structures

CHAPTER 7

PLAN REQUIREMENTS FOR CONSTRUCTION PROJECTS

The following information shall be submitted when making application for **NEW ONE, TWO AND THREE FAMILY DWELLINGS:**

- **Building Permit Application** – obtained from the Stow Building Department or online at www.stow.oh.us.
- **2** Sets of construction drawings including: foundation plans, floor plan, cross section and exterior elevations.
- **2** sets of Topographical Survey (Site Plans).
- **House Number Slip** - obtained from the Stow Engineering Department.
- **Water Permit** - obtained through the Stow Engineering Department.
- **Sewer Permit** – obtained from Summit County Department Of Environmental Services.
- Energy Conservation Compliance Calculations Submittal.
- **Gas Line Pressure Test**

NOTE: Applications will be reviewed by Ohio EPA NOI (as necessary), Engineering, Zoning, Landscaping and the Building Department. Permit applications take approximately 3-5 days to process from the time the information is received. The water permit may be applied for when applying for a building permit. All Contractors must be registered with the City of Stow.

ADDITIONS, ACCESSORY BUILDINGS, PORCHES AND DECKS

NOTE: A permanent foundation is required for storage sheds over 200 square feet. Storage sheds up to and including 200 square feet may be installed without a permanent foundation. A building permit fee is required for accessory buildings at or in excess of 200 square feet.

ALTERATIONS, CONVERSIONS

You must submit:

Building Plans: 2 sets of each that should include the following:

- Foundation Plan (if applicable)
- Floor Plan
- Cross Section
- Exterior elevations (if applicable)
- M. E. C. calculations (if applicable)

Site Plan: 4 sets, if the building footprint is altered.

Pools

A zoning permit is required. When submitting for a permit, a site plan is required showing placement of the pool. An electric permit is required before the zoning permit is issued.

SIDING AND ROOFING: Siding and roofing permits are issued over the counter. Plans are not required for these types of permits. For siding permits, you must first obtain an electric permit for meter removal/replace.

DEMOLITION

Demolition permits for residential buildings and structures are issued over the counter providing the structure was not used commercially. If the structure was used commercially, application must be made to Ohio EPA and approval granted before a permit for razing (demolition) may be issued. Summit County Department of Sanitary Sewer Services (DSSS), ph: [\(330\) 926-2400](tel:330-926-2400), email: sewercustomerservice@summitoh.ne will inspect the sewer termination at the City ROW. Call Summit County DSSS to schedule the inspection. If there is a well on the property, contact Summit County Health Department (330-923-4891). Contact SCHED for termination standards and to schedule an inspection.

The City of Stow requires a clean excavation inspection prior to backfill. Anything not natural to the earth must be removed and properly disposed of prior to backfilling the demolition excavation.

CHAPTER 8

PUBLIC UTILITY INFORMATION

For your convenience, the following information is provided:

Cable

AT&T U-Verse 800-288-2020

Spectrum 877-772-2253

Electric

Ohio Edison/First Energy

800-633-4766

Natural Gas

Dominion East Ohio Gas

800-362-7557

Sanitary Sewer

Department of Sanitary Sewer Services

330-926-2400

Water

City of Stow Water Department

330-689-2889

Summit County Health Department

330-923-4891

Residential Trash Haulers

Kimble Companies 800-201-0005

Republic Waste Services 800-247-3644

Waste Management of Ohio 800-343-6047