

# **Portage County Health Department**



## The Homeowner's Checklist for Planning and Building a Home in Portage County's Townships and Villages

Please contact the cities of Aurora and Streetsboro for  
specific instructions for these subdivisions.

### **BEFORE YOU BUY: The Planning Stage**

- D *Contact the local zoning department before you buy property:*

*Information you should have before you call:*

- D Street address for the property or lot number from a tax plat (map) available at the Portage County Administration Building, 3<sup>rd</sup> Floor, 449 S. Meridian Street, Ravenna, Ohio 44266; Phone: (330)297-3598; Fax: (330)298-3037;
- D Any utility easements or restrictions (1-800-362-2764)

*Questions to ask:*

- D Is the property zoned for the home you intend to build?
- D Are there restrictions that will affect the placement of my home?

- D *Contact the Portage County Water Resources  
8116 Infirmary Road  
Ravenna, Ohio 44266  
Phone: (330) 297-3670; Fax: (330) 297-3689*

*Information you should have before you call:*

- D Street address for the property or a lot number from a tax plat (map)

*Questions to ask:*

- D Is sanitary sewer available or planned for the property?
- D Is central water available?

- D *Contact the Portage County Health Department  
705 Oakwood Street, 2<sup>nd</sup> Floor  
Ravenna, Ohio 44266  
(330) 296-9919; Fax: (330) 297-3597*

For verification of the property's suitability for a sewage system, if sewer is NOT available

*Information you should have before you call:*

- D Tax plat (map) of the property

*Questions to ask:*

- D Is the property suitable for a household sewage treatment system? Has a site evaluation been completed? (If not, be sure to have this completed, per the procedure on Page 3, before purchase.)

**BEFORE YOU BUILD: The Permitting Stage**

- D Obtain a zoning permit from the local zoning department.
- D Obtain a sewer tap permit from the Portage County Water Resources, city or village, if sanitary sewer is available.
- D Choose a registered installer (current list available from the Health Department) to obtain a home sewage treatment system permit for you from the Health Department if sewer is NOT available and the property is suitable for a household sewage treatment system. A layout plan MAY be required before the permit can be issued. (See page 4 of this document.)
- D Choose a licensed plumber (current list available from the Health Department) to obtain plumbing and footer drain permits from the Health Department.
- D Pay a water tap-in fee to the Portage County Water Resources, city or village, or Aqua Ohio if central water is available.
- D Choose a licensed well driller (current list available from the Health Department) to obtain a well permit for you from the Health Department if central water is NOT available.

**What you will need to apply for the Building Permit:**

- D The street address and permanent parcel number
- D A zoning permit
- D A home sewage treatment system permit, or sewer permit, as applicable
- D A site plan, and construction plans package
- D Other such data and information as required by the Portage County Building Department

**Sewage System Soil and Lot Evaluation:**

1. Provide Health Department with a tax map (Portage County Administration Building, 3rd Floor - Tax Map Department - \$2.00) of the parcel, or if it is a proposed property split -a map showing the split proposal. (This may be hand drawn on the tax map.) The tax map will be kept by the Health Department.
2. An application must be completed at the Health Department office during the hours of 8:00 AM – 4:00 PM, Monday through Friday. You must know the present owner's name, complete mailing address and phone number; the proposed buyer's name (if applicable), complete mailing address and phone number.
3. Health Department field personnel will review the map and application the day after the application is submitted and will contact the applicant to advise of the next step in the process.
4. After being contacted by Health Department personnel, pay the current lot evaluation fee and mark all four (4) corners of the lot with tall stakes and flags prior to the Health Department's site inspection. Additional stakes and flags along the property lines will be helpful if the corner flags are not visible from one to the other.

For proposed property splits for individual lots, our lot evaluation can and should be done BEFORE the lot survey is done, as long as you can stake and flag the approximate (within a few feet of) locations of the proposed corners and property lines. Doing this could save the extra surveyor's fee if a lot size or shape change is necessary in order to make the lot acceptable.

However, all lots and road center lines for a proposed multi-lot subdivision must be professionally surveyed and staked and the plat map showing topographic lines must be provided before any site evaluation at such a development can be scheduled. Also, no subdivision application can be accepted until the OEPA has reviewed the site for the possible use of a central sewage treatment plant and ruled that option out. This department has OEPA applications available.

5. If so advised by the Health Department, have a certified professional soil scientist evaluate the soils on at least .75 acre of the lot. If there are areas that we will deem not useable due to poor soil qualities, wetlands, steep slopes, easements, etc., the soil scientist should evaluate a large enough area to confirm that there is .75 acre of useable soil that shall be dedicated to wastewater treatment. The soil characteristics should be recorded on a Site and Soil Evaluation Form for each test hole and a map should be made showing the test hole locations and the boundaries of each soil type.

A list of certified soil professionals in Ohio is available here:  
[Professional Soil Scientist List](#)

6. After the lot evaluation is completed, you will receive a letter explaining the outcome. Results of the evaluation are kept on file in the Health Department. Evaluations are only valid for one year. If no permit is obtained in that year, a re-evaluation inspection will be required, for which there is another fee.

**Design Plans:**

Before an installation permit can be issued, a design plan by a registered sewage system installer or a sewage treatment system designer, in accordance with OAC 3701-29-10(C) and all PCHD requirements, must be submitted to the Health Department for approval. That plan must show the location, design and all specifications of the sewage system that you propose to be used by the dwelling on your lot. An on-site layout and inspection of that layout is also required before an installation permit will be issued.

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**Sewage Treatment System Permits:**

1. Permits may be obtained after site and soil evaluation have been completed for the lot and a design plan has been submitted and approved by the Health Department. If, at the time of the original lot evaluation, the lot was not in the present owner's name, the present owner will need to get a new tax map showing that the parcel is now deeded into the present owner's name (Portage County Administration Building, 3rd Floor - Tax Map Department - \$2.00). If at the time of the original lot evaluation, a parcel was being split into separate lots, a new tax map will be needed to show that the split has been completed. The tax map will be kept by the Health Department.
2. A house number is needed for the sewage treatment system permit. This may be obtained from the Tax Map Department – Portage County Administration Building - 3rd Floor. Sewage System Permits are not issued after 3:45 pm weekdays.
3. A copy of the building plans for the new dwelling must be provided for review at the time the permit is issued. These plans are for review only. We do not keep the plans, but we do date stamp our approval on them. The Building Department requires that stamp, so that set must be submitted to the Building Department when you apply for their permit.
4. The fees for sewage system installation permits are as follows:
 

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| -Single dwelling ..... | \$675.00 |
| -Duplex .....          | 725.00   |
| -Triplex .....         | 725.00   |
| -Commercial .....      | 725.00   |

The fees for operation permits range from \$50 to \$150, depending on system specifications, and are renewed for a fee at a frequency specified on the permit and also determined by system design specifics. A sewage system installation permit is valid for one (1) year.

5. The permit may be obtained by the owner or the owner's representative (builder, sewage system installer, etc.). If a contractor will be installing your sewage system, they must be registered by our department.
6. Upgrade on an existing sewage disposal system – A tax map and application must be provided. Our office will need to know the name of owner, complete mailing address, township, and phone number. A site and soil evaluation and a layout plan must be completed and approved before a permit will be issued (see preceding two sections of this procedures listing.)

**Plumbing Permit:**

1. When a homeowner is doing his or her own plumbing, the homeowner must take out the plumbing permit. If a registered plumber is doing the plumbing, the plumber must take out the plumbing permit.
2. When the homeowner is taking out the plumbing permit, they are encouraged to have a schematic drawing of the plumbing. If the homeowner is doing his own plumbing, an affidavit must be signed and notarized by the homeowner (the Health Department supplies this form).
3. The Plumbing Inspector is in the Health Department between the hours of 8:00 a.m. and 10:00 a.m., Monday through Thursday. All plumbing permits must have the approval of the Plumbing Inspector. Payment for the permit is required at the time of making application. Phone: (330) 296-9919, ext. 104.
4. The cost of the permit is \$50.00 base fee (base fee for commercial permits are \$60.00). There are additional charges for fixtures in the home. All prices are listed on the application.
5. When calling for an inspection, the Plumbing Permit Number and Township where the work is being performed is required.
6. For disapproved plumbing, there is a \$50.00 re-inspection charged to the permit applicant. The fee must be paid prior to the reinspection.
7. The plumbing inspector does not inspect within the cities of Streetsboro, Kent, Ravenna and Aurora.

**Well Permit:**

1. An application needs to be completed. The application may be obtained through the Health Department or online:  
<http://www.odh.ohio.gov/~media/ODH/ASSETS/Files/eh/water/application/permitapplication.ashx>
  
2. The applicant will need to provide information such as property owner’s name, mailing address and phone number along with the property location and address. The applicant will also need to provide a site plan drawing showing the home, well, and sewage system locations; and indicating distances from the water source to any known contamination sources. A list of the minimum isolation distances is provided on the site plan page.
  
3. The fees for well permits are as follows:
 

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|---|----------|
| -Single dwelling .....  | \$482.00 |
| -2 or 3 family dwelling .....                                 | 507.00   |
| -Alteration - single dwelling .....                           | 351.00   |
| -Alteration - 2 or 3 family dwelling .....                    | 376.00   |
| -Hauled Water Storage Tanks, Cisterns,<br>Ponds, Springs..... | 438.00   |
  
4. The completed application must be submitted to our office with the appropriate fee to be reviewed by a designated individual at the Health Department who is in the office between the hours of 8:00 a.m. and 10:00 a.m. If you are unable to come into the office between these hours, a check may be left for the appropriate amount and the permit can be mailed.
  
5. The customer will receive disinfection instructions along with a copy of the approved permit. Once the private water system is completed and connected to the dwelling, the system must be properly disinfected. After the disinfectant has been removed, you must contact the Health Department for inspection and water testing. The fee for the initial testing is included in the original application fee.