

**Thursday, April 23, 2009**

The Board of County Commissioners met in regular session on **Thursday, April 23, 2009 at 10:15 AM** with the following members present:

Maureen T. Frederick

Christopher Smeiles

\* \* \* \* \*

It was moved by Christopher Smeiles, seconded by Maureen T. Frederick to approve the meeting minutes of the April 21, 2009 meeting. Commissioner Keiper absent, motion carries

\* \* \* \* \*

Absent: Charles W. Keiper II attending the NEOTEC Trade Fair in Hannover, Germany

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**BUILDING DEPARTMENT**

Present: Bob Wrentmore

The Building Department CBO attending today to present the following:

1. The CBO recommended an update to the Building Department permit application forms. The Board of Commissioners agreed to update the forms with no fee increases. The Board of Commissioners agreed that the Appeal Process may be reviewed to allow only one Building Department Board hear appeals/09-0372
2. The CBO recommended that the Board of Commissioners authorize the department to become certified as a Manufactured Home (on private property) Inspection Agency. Currently, residents must go to Youngstown to get the required certification. CBO Wrentmore added that the local companies are aware of the anticipated certification of the Portage County Building Department and are pleased with that proposal. Commissioner Smeiles asked the CBO to get that support in writing from. The Commissioners asked the CBO to work with the Prosecutor to prepare the necessary resolution.
3. The CBO advised the Board of Commissioners that they need to hold two public hearings to present the amended Floodplain Regulations, reflecting the new date of the maps. At the public hearing, the Board of Commissioners will advise of a proposed fee for the review of development permit applications for flood zones.

ORC 307.37 and ORC 1521.18 require a public hearing to be held on the amendment at no fewer than two (2) regular sessions of the Board of Commissioners. Notice of the public hearings must be given by publication in a newspaper including the time, date and place once a week for two (2) consecutive weeks preceding the hearings. The resolution takes effect on the thirty-first day after its adoption. The resolution must be submitted to the Chief, Ohio Department of Natural Resources, Division of Water for approval.

The Board of Commissioners agreed to hold a public hearing on May 12, 2009 at 5:30 PM and on May 19, 2009 at Noon to hear comments. Both hearings will be held in the Administration Building.

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**INTERNAL SERVICES**

Present: JoAnn Townend, Audrey Tillis, Harold Huff, Karen U'Halie

The Board of Commissioners asked JoAnn Townend to have the telephone company staff meet with CBO Wrentmore regarding voicemail issues with the Building Department telephones.

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The Board of Commissioners discussed the issue of payment to the Water Resources Department for the maintenance of County owned property at the Water Resources' Coit Road Water Plant used by the Sheriff's Office as a weapons training site. The original 1996 journal entry states: "The Board of Commissioners agreed to approve the use of County owned property available at the Water Resources Coit Road Water Plant for the purpose of establishing a weapons training site to be used by the Sheriff; and to set aside \$2,400.00 per year towards maintenance of the site."

On April 18, 2008 the Water Department provided the Commissioners with an invoice for \$12,000 owed the Water Department for the use of this facility for the years 2004-2008. That invoice has not been paid.

Internal Services Director JoAnn Townend provided the Board of Commissioners a copy of the License granted by the Board of Commissioners to the Portage County Sheriff's Department for the Law Enforcement Training Center, executed October 26, 1997. The agreement states that "The Sheriff agrees to develop the area to be used as the Law Enforcement Training Center and to be responsible for all maintenance and care of the facility during the period of use..." The agreement does not contain a dollar amount for Maintenance Fee to the Water Resources Department. Per JoAnn Townend and Department of Budget & Financial Management Director Audrey Tillis, the Sheriff has provided all maintenance on the land and the Board should not pay the bill.

On May 24, 2007, JoAnn Townend sent a memo to the Prosecutor's Office requesting clarification as to whether or not the subsequent agreement superseded the 1996 Journal Entry. On April 21, 2009, Audrey Tillis resubmitted the same request. Assistant Chief Prosecutor Denise Smith responded, "there is no legal basis for the proposition that the board is required to pay the past invoices amounts."

The Commissioners agreed to consider an update to the current agreement for the use of this property, noting that the county had paid for the installation of water and sewer lines from the General Fund at a cost of \$90,000 for the area.

Today, the Commissioners agreed to authorize a General Fund operating transfer of \$12,000 to the Water Resources Department for compensation in use of the Land/09-0373.

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**Discussion**

The Director advised the Board of Commissioners that the Health Department has asked for one new fax line and five telephone lines for their new offices on the 1<sup>st</sup> floor of the Administration Building. The Board of Commissioners agreed that they would approve one fax line and two telephone lines and other lines should be transferred from the Health Department 3<sup>rd</sup> floor offices.

\* \* \*

Insurance on vehicles – The Safety/Loss Control Coordinator had asked for a clarification on the process to be used when vehicles are damaged or totaled. The Director noted that the vehicle insurance deductible is \$2,500.00. The deductible is paid from the Commissioners’ other insurance line in the General Fund. The deductible is sometimes charged back to the department in question sometimes not although it appears that General Fund departments are not charged for a deductible.

In cases where the accident is estimated over \$2,500.00, the repairs are made and paid by the insurance company.

In cases where the accident is not estimated over \$2,500.00, the repairs are handled as any other repair by the motor pool, if the motor pool is aware of the accident. Those invoices are paid by the motor pool and the department is charged back for the repair. In instances where the motor pool is not aware of the accident, the department involved is making the call to repair or not repair the vehicle and may decide not have the car repaired.

Director Townend proposed the following policy:

- The deductible is paid from the Commissioners other insurance line.
- The deductible is charged back to every department in question including the General Fund departments and other funds.
- The Motor Pool Director should examine all vehicles to determine if it should be repaired or taken out of service. If it is to be repaired, repairs should be coordinated between the Safety & Loss Coordinator (in case insurance is involved) and the Motor Pool Director.
- If the vehicle is to be taken out of service, the Motor Pool Director should make the recommendation to the Board of Commissioners and upon their approval the car removed in accordance with ORC 307.12.
- In the case where the insurance company is covering the cost of the repair – copies of the invoices should be supplied to the Motor Pool so that the history records on that vehicle are updated to include the information of what was done to the vehicle.

Pursuant to ORC 307.42, “Motor vehicles purchased or leased as provided by section 307.41 of the Revised Code shall be for the use of the county commissioners or other county officials, **their use to be subject to the regulation of the board of county commissioners.** Vehicles shall be used by the officials, deputies, and employees in lieu of hiring vehicles unless the county vehicles are not available for such use. When vehicles are so purchased or leased, the board may purchase or lease supplies as are necessary. All vehicles shall be plainly and conspicuously lettered as the property of the county. No official or employee shall use or permit the use of any vehicles or any supplies for it, except in the transaction of public business or work of the county”.

1. Unless designated otherwise by the Board of Commissioners all county vehicles shall be maintained and repaired at the Portage County Motor Pool.
2. The motor pool director shall use his discretion when sending a vehicle to an outside facility for repair.
3. By examination by the Motor Pool Director, vehicles found to be unsafe will be held at the motor pool until such time that repairs are made or a decision is made by the Motor

Pool Director to request it be removed from service. Under no circumstances is an unsafe vehicle to be released to any person.

4. Vehicles will be removed from service upon a request from the Motor Pool Director to the Board of Commissioners. Once approved the vehicle will be taken out of service and disposed of pursuant to ORC section 307.12.

The Board of Commissioners agreed to review the proposed policy next week. The Board also agreed to meet with the Sheriff to discuss this policy and how it applies to his department, noting that not all of the Sheriff's cars are titled in the Commissioners' name. Cars not titled to the Board of Commissioners may be repaired as the Sheriff sees fit. Commissioner Smeiles offered to meet with Major Missimi to discuss this issue prior to the Board meeting with the Sheriff.

The Commissioners asked the Human Resources Department Director to draft a request to the Prosecutor's Office for a legal opinion asking if the Sheriff has the authority to own vehicles in the Sheriff's name and not in the Board of Commissioners' name.

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### Projects

The Director advised the Board of Commissioners that the Director of Maintenance has quotes for a repair of the One Stop cooling system at \$24,900 and \$26,000. The Board of Commissioners asked the Director to get additional quotes, noting that a replacement of the system would cost over \$100,000.

\* \* \*

The Director advised the Board of Commissioners that the Director of Maintenance has gotten a quote for the replacement of the awnings at the Riddle Block. The Board agreed to look at the fabric prior to approving this replacement purchase.

\* \* \*

### RESOLUTIONS

1. Enter into a lease agreement with OSU extension for use of PCAB lobby./09-366
2. Approve bids specs for rehabilitation of Horizon House (CDBG)./09-367
3. Approve bid specs for wire for Solid Waste dept./09-368
4. Accept, award and enter into an agreement for alterations to the Dennis M. Coble administration building with Hummel Construction for MRDD./09-369
5. Set proposal date for architectural design services for building improvements at Riddle Blocks 1 & 8./09-370
6. Set proposal date for preventative maintenance of HVAC and Refrigeration systems./09-371

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### HUMAN RESOURCES

Present: Karen U'Halie

Public Session

1. The Director presented the suggestion from the committee for the 2009 Employee Appreciation Event on August 22, 2009 at the Kent American Legion/Journal Entry.
2. The Director suggested that her department hire Willis of Ohio to conduct a Dependent Eligibility Audit Proposal to determine dependent eligibility at a cost under \$20,000. The Director noted that there are 655 employees who have dependent covered; there are 1,975 dependents covered. Alternate healthcare information options will be offered as information to employees. The Board agreed to consider the proposal but asked the Director to work with Willis to reduce the potential cost.
3. The Board of Commissioners agreed that the revisions to Supervisory & Management Performance Evaluation Form look good. The Director will bring this back when Commissioner Keiper returns.

\* \* \*

12:00 Noon In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by **Christopher Smeiles**, seconded by **Maureen T. Frederick** that the Board of Commissioners move into executive session to consider a Worker's Compensation settlement issue. **Also present:** Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Absent a; Maureen T. Frederick, Yea.

12:14 PM Upon conclusion of the above referenced discussion, it was moved by **Christopher Smeiles**, seconded by **Maureen T. Frederick** that the Board of Commissioners move out of executive session. Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Absent; Maureen T. Frederick, Yea.

After exiting Executive Session, the Board of Commissioners approved a Journal Entry for a negotiation of a settlement.

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**JOB & FAMILY SERVICES – Cancelled by Board of Commissioners**  
**MAINTENANCE – Cancelled by Board of Commissioners**

\* \* \* \* \*

12:15 PM Lunch recess  
2:15 PM Board of Commissioners reconvened

\* \* \* \* \*

**COUNTY ENGINEER**

Present: Mickey Marozzi and Attorney Leigh Prugh

Discussion of the adoption of the proposed Stormwater Regulations. The Board of Commissioners agreed to hold these resolutions to allow the preparation of the final documents.

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The Board of Commissioners discussed the proposal from Ben Energy for a non-drilling oil and gas lease on county owned property in the City of Streetsboro. The Commissioners noted that City Councilwoman Bridget Pavlick, Ward 1 where the drilling is to take place, is opposed to drilling in this area off Greenhaven Street. Ms. Pavlick noted that the area is residential and that she does not believe that the residents would be happy

with the sounds and sights associated with drilling. She was also concerned about safety issues and these drill sites may turn into an attractive nuisance as far as the children in these subdivisions are concerned.

Ms. Pavlick noted that the city is in the process of developing a Master Plan and she is uncertain if drilling fits where Ben Energy wants to drill.

The Board of Commissioners agreed to send a letter to Ben Energy advising that the county is not willing to sign the lease agreement.

\* \* \* \* \*  
**RESOLUTION No. 09-0360 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.**

It was moved by Christopher Smeiles, seconded by Maureen T. Frederick that the following resolution be adopted:

**RESOLVED,** that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Internal Auditor or other designee on April 23, 2009 in the total payment amount of **\$402,820.63 for Funds 0001-8101** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

**RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Charles W. Keiper II, Absent; Maureen T. Frederick, Yea; Christopher Smeiles, Yea;

\* \* \* \* \*  
**RESOLUTION No. 09-0361 - RE: WIRE TRANSFER APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.**

It was moved by Christopher Smeiles, seconded by Maureen T. Frederick that the following resolution be adopted:

**RESOLVED,** that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Internal Auditor or other designee on April 23, 2009 in the total payment amount as follows:

1. \$8,800.00 for MHM Resources, Inc for processing claims for Medical Mutual; and
2. \$206,194.64 for Medical Mutual Claims-Fund 7101; and

as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further





**RESOLUTION No. 09-0364**

This resolution was assigned to the approval of the Stormwater Management Regulations addressing illicit discharge and storm water, but was not adopted.

This is for numbering purposes only.

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**RESOLUTION No. 09-0365**

This resolution was assigned to the approval of the Stormwater Management Regulations addressing construction site sediment, erosion and storm water management, but was not adopted.

This is for numbering purposes only.

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**RESOLUTION No. 09-0366 - RE: ENTER INTO LICENSE AGREEMENT BETWEEN THE PORTAGE COUNTY COMMISSIONERS AND OSU EXTENSION**

It was moved by Christopher Smeiles, seconded by Maureen T. Frederick that the following Resolution be adopted:

**WHEREAS,** the County owns property located at 449 S. Meridian St., Ravenna, Ohio known as the Portage County Administration Building; and

**WHEREAS,** OSU Extension wishes to use the Administration Building Lobby on April 16, May 14, June 16, July 21, August 11, September 22, October 20, November 17 and December 15, 2009 from 9:30 a.m. to 11:30a.m.. for food stamp and nutrition handouts; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into a License Agreement between the Board and OSU Extension, 6970 State Route 88, Ravenna, OH 44266 for use of the Administration Building Lobby on April 16, May 14, June 16, July 21, August 11, September 22, October 20, November 17 and December 15, 2009 from 9:30 a.m. to 11:30a.m for food stamp and nutrition handouts; and be it further

**RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice vote as follows:

Charles W. Keiper II, Absent; Maureen T. Frederick, Yea; Christopher Smeiles, Yea;

\* \* \* \* \*

**RESOLUTION No. 09-0367 - RE: APPROVE SPECIFICATIONS AND SET DATE FOR BID OF REHABILITATION OF HORIZON HOUSE**

It was moved by Christopher Smeiles, seconded by Maureen T. Frederick that the following resolution be adopted:

- RESOLVED,** that the bid specifications, as submitted for receiving bids for the rehabilitation of Horizon House (owned by Townhall II), be approved;
- RESOLVED,** that sealed bids, therefore, will be accepted by the Director of the Portage County Office of Internal Services, 7th floor, Room 701, Portage County Administration Building, 449 South Meridian Street, Ravenna, Ohio until 3:00 p.m. May 12, 2009 and publicly opened and read; and be it further
- RESOLVED,** that the notice of receiving bids shall be published in the Record Courier on April 27, 2009 and be available on the County's website at [www.co.portage.oh.us](http://www.co.portage.oh.us) and a copy thereof be posted on the bulletin board of the Board forthwith; and be it further
- RESOLVED,** that a pre bid meeting will be held on May 5, 2009 at 9:00 a.m. at the site; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice vote as follows:

Charles W. Keiper II, Absent;                      Maureen T. Frederick, Yea;                      Christopher Smeiles, Yea;

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**RESOLUTION No. 09-0368                      -                      RE:                      BID FOR THE PURCHASE OF A SIX (6) MONTH SUPPLY OF WIRE FOR AN L & P WIRE TIE STRAPPER HEAD MODEL 341 FOR USAGE AT THE PORTAGE COUNTY SOLID WASTE MANAGEMENT DISTRICT RECYCLING CENTER.**

It was moved by Christopher Smeiles, seconded by Maureen T. Frederick that the following Resolution be adopted:

- WHEREAS,** the Portage County Solid Waste District Commissioners recognize the need to purchase a six (6) month supply of wire for an L & P wire strapper head model 341 for use at the Portage County Recycling Center; now therefore be it
- RESOLVED,** that the bid specifications as developed by the District for the purchase of wire be hereby are approved; and be it further
- RESOLVED,** that sealed bids will be accepted by the Portage County Director of Internal Services, 7<sup>th</sup> floor, Room 701, Portage County Administration Building, 449 South Meridian St., Ravenna OH, until 3:00 p.m., E.S.T. on May 18, 2009; and be it further







Voice vote as follows:

Charles W. Keiper II, Absent

Maureen T. Frederick, Yea;

Christopher Smeiles, Yea;

# Residential Building Permit Application

Received	Date
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Permit # _____
Township / Village _____
Flood Map _____

Portage County Building Department  
 449 S. Meridian Street, Ravenna, OH 44266 Phone: 330-297-3530 Fax: 330-297-3896

Owner's Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Site Address \_\_\_\_\_ Twp \_\_\_\_\_  
 Parcel # \_\_\_\_\_  
 Contractor \_\_\_\_\_ Phone \_\_\_\_\_  
 Contractor Address \_\_\_\_\_ City \_\_\_\_\_  
 State \_\_\_\_\_ Zip \_\_\_\_\_

**SQUARE FOOTAGE:** Basement \_\_\_\_\_ Crawl \_\_\_\_\_ Slab \_\_\_\_\_ 1st FL \_\_\_\_\_ 2nd FL \_\_\_\_\_  
 3<sup>rd</sup> FL \_\_\_\_\_ Porch \_\_\_\_\_ Deck \_\_\_\_\_ Garage \_\_\_\_\_ Fireplace: masonry \_\_\_\_\_ Insert \_\_\_\_\_  
 Accessory bldg \_\_\_\_\_ **TOTAL SQUARE FEET** \_\_\_\_\_

Description of Work \_\_\_\_\_  
 \_\_\_\_\_

Project Estimated Cost \$ \_\_\_\_\_

The undersigned (if not the owner) hereby states that authority has been granted by the property owner to apply for this permit. This application is submitted for a permit to erect or alter a structure as described in this application and the accompanying drawings. It is the responsibility of the applicant / author of the plans to comply with the Residential Code of Ohio (2006 Edition). All work shall be conducted in a workmanlike manner. Inspections shall be called at least (24) hours in advance, using our voice mail number (330-298-1113) for building and mechanical, call (330-298-4503) for electrical. For Plumbing permits and inspections contact the Plumbing Division of the County Health Department at (330-297-3502). All residential permits have a fixed life of twelve (12) months. One additional (12) twelve month extension will be granted if the request for such an extension is submitted in writing by the permit holder within ten (10) days of the expiration date of the permit, and remitting the required fee. All permitted work must start within (6) months of the issuance of the permit. All permits shall become invalid if the authorized work remains suspended, postponed or abandoned throughout any (6) six month period. The acceptance of the permit applied for shall constitute an agreement on the part of the owner/contractor.

I, \_\_\_\_\_ have read and understand the above and hereby agree to abide by laws and rules of the State of Ohio and the resolutions of Portage County.

Energy Conservation Check list \_\_\_\_\_ (2006 IECC)  
 Zoning # \_\_\_\_\_ Date \_\_\_\_\_  
 Septic# \_\_\_\_\_ Date \_\_\_\_\_  
 Sewer# \_\_\_\_\_ Date \_\_\_\_\_

Residential Plans Examiner \_\_\_\_\_ Date \_\_\_\_\_

Residential Fees (to be filled out by Dept. staff)

**EXCEPTION:** Per the RCO (2006 Edition) no permit is required for detached one-story accessory structures measuring 200 sq. ft. or less.

New Dwelling / Addition (nonrefundable base fee)	\$ 55.00	+ 5.00 / 100 gsf	\$ _____
Plan Review / new dwellings / additions	75.00		\$ _____
Accessory Structures (barn/shed/garage)	40.00	+ 3.00 / 100 gsf	\$ _____
Minor repairs / installations (as determined by the CBO)	40.00		\$ _____
Deck/porch/ramp/gazebo	40.00		\$ _____
Masonry Fireplace / wood stove	40.00		\$ _____
In-ground swimming pool	40.00		\$ _____
Industrialized Homes	\$ 55.00	+ 5.00 / 100 gsf	\$ _____
Demolition permit	40.00		\$ _____

**Interior remodeling / alterations / repairs**

\$ 1,000 to \$ 4,000	60.00	\$ _____
\$ 4,001 to \$ 8,000	85.00	\$ _____
\$ 8,001 to \$ 12,000	120.00	\$ _____
\$ 12,001 to \$ 20,000	160.00	\$ _____
More than \$ 20,000	210.00	\$ _____

Re-inspections	35.00	\$ _____
Fire damage / child day care	40.00	\$ _____
Permit extension / Renewal fee / attach request letter	55.00	\$ _____
Penalty fee (work started prior to obtaining the permit)	Twice the scheduled fee	\$ _____

**Sub Total** \$ \_\_\_\_\_

**Add 1% per House Bill # 175** \$ \_\_\_\_\_

**TOTAL FEES:** \$ \_\_\_\_\_

**\*\* Special Exemption for residents (65) years of age and older. Permits are required, but the fees shall be waived for the following types of permits: Decks, accessory structures no larger than (400) square feet, pools, handicap ramps, open porches, or other similar structures.**

Check # or Cash \_\_\_\_\_ Receipt # \_\_\_\_\_

Clerk \_\_\_\_\_ Date \_\_\_\_\_

**Make checks payable to: Portage County Treasurer**

**Residential Electrical Permit**

Date Received
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Permit # _____
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**PORTAGE COUNTY**

449 S. Meridian Street, Ravenna, OH 44266

Phone: 330-297-3530 Fax: 330-297-3896

Owner's Name \_\_\_\_\_ Phone # \_\_\_\_\_

Site Address \_\_\_\_\_ Twp \_\_\_\_\_

Owner's current address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contractor \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Describe work \_\_\_\_\_

**SQUARE FOOTAGE:**

Basement \_\_\_\_\_ Crawl \_\_\_\_\_ Slab \_\_\_\_\_ 1<sup>st</sup> Fl \_\_\_\_\_ 2<sup>nd</sup> Fl \_\_\_\_\_ 3<sup>rd</sup> Fl \_\_\_\_\_

Porch \_\_\_\_\_ Garage \_\_\_\_\_ Other \_\_\_\_\_ *TOTAL SQUARE FEET* \_\_\_\_\_

The undersigned (if not the owner) hereby states that authority has been granted by the property owner to apply for this permit. This application is submitted for a permit to install new electrical systems or to alter existing systems within the structure as identified. The acceptance of this permit herein applied for shall constitute an agreement on the part of the undersigned to abide by the rules and regulations of Portage County and the laws of the State of Ohio. All work shall be conducted in a workmanlike manner. Inspections shall be called at least (24) hours in advance, using our voice mail number (330-298-4503). All residential permits have a fixed life of twelve (12) months. One additional (12) twelve month extension will be granted if the request for such an extension is submitted in writing by the permit holder within (10) days of the expiration date of the permit accompanied by the required fee. All permitted work must start within (6) months of the issuance of the permit. All permits shall become invalid if the authorized work is suspended, postponed or abandoned throughout any (6) six month period. The acceptance of the permit applied for shall constitute an agreement on the part of the owner/contractor:

I, \_\_\_\_\_ agree to abide by the laws and rules of the State of Ohio and the resolutions of Portage County, and that I understand the permit expiration procedures.

Residential Electrical Permit Fee Schedule (to be filled out by Dept. staff)

New Dwelling / Additions / Alterations (Includes all electrical systems and components)	\$ 40.00 + 4.00 / 100gsf	\$ _____
New & Upgrade Service	40.00	\$ _____
Minor Repairs / Installations (as determined by the CBO)	35.00	\$ _____
Meter Set / Repair Service	40.00	\$ _____
Modular Home Service	40.00	\$ _____
Generators / Separately derived power systems	40.00	\$ _____
Temporary Service	40.00	\$ _____
Water Htr / Dryer / Water Pump / Furnace / Boiler	40.00	\$ _____
Baseboard Heating (add-on)	40.00	\$ _____
Swimming Pool / Spa / Whirlpool / Hot Tub / Well	40.00	\$ _____
Failed re-inspections	35.00	\$ _____
Penalty Fee (work started prior to obtaining a permit)	Twice the schedule fee	\$ _____
Special Inspections / fire damage / occupancy	40.00	\$ _____
	<b>Sub Total</b>	\$ _____

**Add 1% per House Bill # 175**      \$ \_\_\_\_\_

**TOTAL FEES:**      \$ \_\_\_\_\_

Check # \_\_\_\_\_ Cash \_\_\_\_\_

Receipt # \_\_\_\_\_

Clerk \_\_\_\_\_ Date \_\_\_\_\_

**Make checks payable to: Portage County Treasurer**

# Residential Mechanical Permit

PORTAGE COUNTY  
449 S. Meridian Street, Ravenna, OH 44266  
Phone: 330-297-3530 Fax: 330-297-3896

Date Received
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Permit # _____
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Owner's Name \_\_\_\_\_ Phone # \_\_\_\_\_

Site Address \_\_\_\_\_ Twp \_\_\_\_\_

Owner's current address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contractor \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Describe work** \_\_\_\_\_

### SQUARE FOOTAGE:

Basement \_\_\_\_\_ 1<sup>st</sup> Fl \_\_\_\_\_ 2<sup>nd</sup> Fl \_\_\_\_\_ 3<sup>rd</sup> Fl \_\_\_\_\_ Accessory bldg \_\_\_\_\_

Other \_\_\_\_\_ *TOTAL SQUARE FEET* \_\_\_\_\_

The undersigned (if not the owner) hereby states that authority has been granted by the property owner to apply for this permit. This application is submitted for a permit to install new mechanical systems or to alter existing systems within the structure as identified. The acceptance of this permit herein applied for shall constitute an agreement on the part of the undersigned to abide by the rules and regulations of Portage County and the laws of the State of Ohio. All work shall be conducted in a workmanlike manner. Inspections shall be called at least (24) hours in advance, using our voice mail number (330-298-1113). All residential permits have a fixed life of twelve (12) months. One additional (12) twelve month extension will be granted if the request for such an extension is submitted in writing by the permit holder within (10) days of the expiration date of the permit accompanied by the required fee. All permitted work must start within (6) months of the issuance of the permit. All permits shall become invalid if the authorized work is suspended, postponed or abandoned throughout any (6) six month period. The acceptance of the permit applied for shall constitute an agreement on the part of the owner/contractor:

I, \_\_\_\_\_ agree to abide by the laws and rules of the State of Ohio and the resolutions of Portage County, and that I understand the permit expiration procedures.

Residential Mechanical Fees (to be filled out by Dept. staff)

New Dwelling / Additions / Alterations (Includes all mechanical systems and components)	\$ 40.00 + 4.00 / 100gsf	\$ _____
Minor Repairs	35.00	\$ _____
Water Htr / Water Pump / Furnace / Boiler	40.00	\$ _____
Hydronic piping systems	\$ 40.00 + 2.00 / 100 gsf	\$ _____
Failed re-inspections	35.00	\$ _____
Replacement components	40.00	
Penalty Fee (work started prior to obtaining a permit)	Twice the schedule fee	\$ _____
Special Inspections / fire damage / occupancy	40.00	\$ _____
	<b>Sub Total</b>	\$ _____
	<b>Add 1% per House Bill # 175</b>	\$ _____
	<b>TOTAL FEES:</b>	\$ _____

Check # \_\_\_\_\_ Cash \_\_\_\_\_

Receipt # \_\_\_\_\_

Clerk \_\_\_\_\_ Date \_\_\_\_\_

**Make checks payable to: Portage County Treasurer**

# Application for Non Residential Plan Review

Portage County Building Department  
449 S. Meridian St. Ravenna, Ohio 44266  
Phone: (330) 297-3534 Fax: (330) 297-3896

Received	Date

PEN #
_____
Permit #
_____
Flood Zone/Map
_____
Township

**Applicant shall complete parts 1 - 5 and submit (4) s**

## Part 1 General Information

Project Name \_\_\_\_\_

Project Address \_\_\_\_\_

Permanent Parcel # \_\_\_\_\_ Flood Zone \_\_\_\_\_

Project Cost \$ \_\_\_\_\_ Zoning Certificate \_\_\_\_\_ Sewer/Septic/EPA \_\_\_\_\_

## Part 2 Project Description

Type of Construction (check all that apply)

- New Building  Building Addition  Agricultural  Industrialized Unit
- Change of Occupancy  Alterations  Suppression  Mechanical
- Detection / fire alarm  Electrical  Special Inspection

Construction Classification

- I-A  I-B  II-A  II-B
- III-A  III-B
- IV  V-A  V-B

Use Group Classification (check all that apply for Mixed Use)

- Assembly A-1  A-2  A-3  A-4  A-5  Business B  Education E  Mercantile M  Utility U
- Institutional I-1  I-2  I-3  I-4  Hazard H-1  H-2  H-3  H-3  H-4  H-5
- Storage S-1  S-2  Factory F-1  F-2  Residential R-1  R-2  R-3  R-4

Describe work to be performed \_\_\_\_\_

## Part 3 Owner

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## Part 4 Applicant / Contractor



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Plan Review Submission Dates

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# Commercial Building Permit Application

Portage County Building Department  
449 S. Meridian St. Ravenna, Ohio 44266  
Phone: (330) 297-3530 Fax: (330) 297-3896

Date
Received _____

PEN # _____
Permit # _____
Township _____
Village _____
Flood Map _____

## Part 1 General Information

Project Name \_\_\_\_\_

Project Address \_\_\_\_\_

Permanent Parcel # \_\_\_\_\_ Flood Zone \_\_\_\_\_

Project Cost \$ \_\_\_\_\_ Zoning Certificate \_\_\_\_\_  
Sewer/Septic/EPA \_\_\_\_\_

## Part 2 Owner

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## Part 3 Applicant / Contractor

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I hereby certify that the proposed work is authorized by the Owner of Record, and that I am authorized to submit this application as his/her agent and that I agree to conform to all applicable laws and rules of the State of Ohio, and resolutions of Portage County. Inspections shall be called at least (24) hours in advance using our voice mail number (330-298-1113). Contact the Health Department at (330-297-3502) to schedule plumbing inspections.

**Expiration:** In accordance with Section 105.5 of the OBC (2007 Edition) the approved plans become invalid if construction, erection, alterations, or other work upon the building has not commenced within 12 months of the plan approval. One extension shall be granted for an additional 12-month period if requested by the owner at least 10 days in advance of the expiration and upon payment of a \$100 dollar fee.

**Extension:** In accordance with Section 105.6 of the OBC (2007 Edition) if during the course of construction, work is delayed or suspended for more than 6 months, the approval of plans is invalid. Two extensions shall be granted for 6 months each if requested by the owner at least 10 days in advance of the expiration of the approval and upon payment of a \$100 dollar fee for each extension.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

**Commercial Building Fees (to be filled out by Dept. staff)**

<u>Item</u>	<u>Application Fee</u>	<u>Unit Fee</u>	<u>Amount</u>
[ ] New Buildings / Additions	175.00	6.00 / 100 gsf	\$ _____
[ ] Alterations	175.00	4.75 / 100 gsf	\$ _____
[ ] Industrialized Unit	160.00	4.75 / 100 gsf	\$ _____
[ ] Plan Review Invoice Charges	number of hours _____	X 75.00 /hr	\$ _____
[ ] Minor Repairs (as determined by the CBO)		50.00	\$ _____
[ ] Foundation Only Permit Fee		150.00	\$ _____
[ ] Demolition		150.00	\$ _____
[ ] Special Inspections (fire damage/day care/adult care)		70.00	\$ _____
[ ] Change of Occupancy Inspections		60.00	\$ _____
[ ] Failed re-inspections		40.00	\$ _____
[ ] Penalty Fee (work started prior to obtaining a permit)		Twice the scheduled fee	\$ _____
[ ] Permit extension / renewal fee (attach request letter)		100.00	\$ _____
		<b>Sub Total</b>	\$ _____
		<b>Add 3% percent per Senate Bill # 359</b>	\$ _____
		<b>TOTAL FEES</b>	\$ _____

Note 1. Application fees are not refundable.

Note 2. Area used to determine Unit Fee is calculated to include all levels of the building, decks, porches, ramps, areaways, steps, canopies and other appurtenances.

Note 3. **Make checks payable to Portage County Treasurer.**

PERMIT CK# \_\_\_\_\_ PERMIT RECEIPT# \_\_\_\_\_

Clerk \_\_\_\_\_ Date \_\_\_\_\_

Chief Building Official \_\_\_\_\_ Date \_\_\_\_\_

# Commercial Electrical Permit Application

Portage County Building Department  
449 South Meridian Street  
Ravenna, Ohio 44266-1217  
Phone (330) 297-3530 Fax (330) 297-3896

Date Received
------------------

Pen # _____
Permit # _____
Township / Village _____
Flood Map

Applicant shall complete Parts 1 thru 4 (submit 3 sets of plans if separate from the Building application)

## Part 1 General Information

Project Name  
\_\_\_\_\_

Project Address  
\_\_\_\_\_

Permanent Parcel # \_\_\_\_\_ Phone  
\_\_\_\_\_

## Part 2 Project Description

\_\_\_\_\_ *Square Footage of work area*  
\_\_\_\_\_

## Part 3 Owner

Name \_\_\_\_\_ Phone  
\_\_\_\_\_

Address  
\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip  
\_\_\_\_\_

## Part 4 Applicant / Contractor

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I hereby certify that the proposed work is authorized by the Owner of Record, that I am authorized to submit this application as his/her agent, and that I agree to conform to all applicable laws and rules of the State of Ohio and resolutions of Portage County. Inspections shall be scheduled (24) hours in advance using the voice mail number (330) 298-4503.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

Commercial Electrical Fees (to be filled out by Dept. staff)

**Part 5 Fees (to be filled out by Building Dept. staff)**

<u>Item</u>	<u>Application Fee</u>	<u>Unit Fee</u>	<u>Amount</u>
[ ] New Construction / additions / alterations \$ _____	60.00	3.50 / 100 gsf	
[ ] Non-refundable Plan Review (when submitted separately) \$ _____		75.00	
[ ] Plan review invoice charges hours @ 75.00 / hr \$ _____			_____
[ ] Exterior lighting / signs / landscaping \$ _____		75.00	
[ ] Minor repairs / installations (as determined by the CBO) \$ _____		40.00	
[ ] Service (new / replacement) _____	60.00		\$ _____
[ ] Re-inspections	40.00		\$ _____
[ ] Penalty Fee (work started prior to obtaining a permit) \$ _____			Twice the scheduled fee
[ ] Service - Agricultural buildings (ORC 3781.061) _____		40.00	\$ _____
[ ] Service - Camp park / Mfg Home park ORC 3733.01 _____	40.00		\$ _____

[ ] Generator / alternate power supply	40.00	\$	_____
<hr/>			
[ ] Oil Wells	40.00	\$	_____
[ ] Temporary service	40.00	\$	_____
[ ] Special Inspection (fire damage / day care)	60.00	\$	_____
<hr/>			
[ ] Change of Occupancy Inspection	40.00	\$	_____
[ ] Communication / Data / Security / low voltage	75.00		
\$ _____			
(when issued under separate permit)			
(registration may not be required as determined by CBO)			
	<b>Sub Total</b>	\$	_____
	<b>Add 3% percent per Senate Bill # 359</b>	\$	_____
	<b>TOTAL FEES</b>	\$	_____

Note 1. Application fees are not refundable.  
 Note 2. Area used to determine Unit Fee is calculated to include all levels of the building and appurtenances.  
 Note 3. **Make checks payable to Portage County Treasurer.**

PEN CK# \_\_\_\_\_ PEN RECEIPT# \_\_\_\_\_

PERMIT CK# \_\_\_\_\_ PERMIT RECEIPT# \_\_\_\_\_

Clerk \_\_\_\_\_ Date \_\_\_\_\_

**Commercial Mechanical  
Permit Application**

Portage County Building Department  
 449 South Meridian Street  
 Ravenna, Ohio 44266-1217  
 Phone (330) 297-3530 Fax (330) 297-3896

Date  
Received

Pen #  
\_\_\_\_\_  
 Permit #  
\_\_\_\_\_  
 Township  
\_\_\_\_\_  
 Village

Applicant shall complete Parts 1 thru 4 (submit 4 sets of plans if separate from Building application)

**Part 1 General Information**

Project Name \_\_\_\_\_

Project Address \_\_\_\_\_

Permanent Parcel # \_\_\_\_\_ Phone \_\_\_\_\_

**Part 2 Project Description**

\_\_\_\_\_

\_\_\_\_\_ **Square footage of work area**

**Part 3 Owner**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Part 4 Applicant / Contractor**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Description \_\_\_\_\_ of \_\_\_\_\_ work

I hereby certify that the proposed work is authorized by the Owner of Record, that I am authorized to submit this application as his/her agent, and that I agree to conform to all applicable laws and rules of the State of Ohio and the resolutions of Portage County. Inspections shall be scheduled (24) hours in advance, using voice mail (330) 297-3529.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Commercial Mechanical

**Part 5 Fees (to be filled out by Dept. staff)**

<u>Item</u>	<u>Application Fee</u>	<u>Unit Fee</u>	<u>Amount</u>
[ ] New Construction / additions / alterations	60.00	3.50 / 100 gsf	\$ _____
[ ] Non-refundable Plan Review (when submitted separately)		75.00	\$ _____
[ ] Plan review invoice charges		_____ hours @ 75.00 / hr	\$ _____
[ ] Hydronic Systems	60.00	3.00 / 100 gsf	\$ _____

<input type="checkbox"/> HVAC replacement units	60.00 ea.	\$ _____
<input type="checkbox"/> Refrigeration Units	40.00 ea.	\$ _____
<input type="checkbox"/> Change of Occupancy Inspection	50.00	\$ _____
<input type="checkbox"/> Minor repairs / installations (as determined by the CBO)	40.00	\$ _____
<input type="checkbox"/> Re-inspections	40.00	\$ _____
<input type="checkbox"/> Penalty Fee (work started prior to obtaining a permit)    Twice the scheduled fee		\$ _____
	<b>Sub Total</b>	\$ _____
	<b>Add 3% percent per Senate Bill # 359</b>	\$ _____
	<b>TOTAL FEES</b>	\$ _____

Note 1. Application fees are not refundable.  
 Note 2. Area used to determine Unit Fee is calculated to include all levels of the building.  
 Note 3. **Make checks payable to Portage County Treasurer.**

PEN CK# \_\_\_\_\_ PEN RECEIPT# \_\_\_\_\_

PERMIT CK# \_\_\_\_\_ PERMIT RECEIPT# \_\_\_\_\_

Clerk \_\_\_\_\_ Date \_\_\_\_\_

**Fire Protection Systems  
 Permit Application**

Sprinkler Systems /  
 Limited Area Systems  
 Hood Suppression Systems

Date  
 Received

Pen # \_\_\_\_\_  
 Permit # \_\_\_\_\_  
 Township \_\_\_\_\_  
 Village \_\_\_\_\_

Portage County Building Department  
 449 South Meridian Street Ravenna, Ohio 44266-1217  
 Phone (330) 297-3530 Fax (330) 297-3896

**Applicant shall complete Parts 1 thru 3 (submit 4 sets of plans)**

**Part 1 General Information**

Building Owner \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

**Part 2 Project Description**

**Application for:** Fire Alarm \_\_\_\_\_ Sprinkler \_\_\_\_\_ Limited Area \_\_\_\_\_ Hood F.S.S. \_\_\_\_\_  
Other \_\_\_\_\_

**Submission:** if submitted separately from the Building application, complete the following:  
Building Construction Type \_\_\_\_\_ Building Use Group \_\_\_\_\_ Project Gross Sq. Ft. \_\_\_\_\_

**Type of Work:** New \_\_\_\_\_ Modifying Existing \_\_\_\_\_ Replacing Existing \_\_\_\_\_  
Description \_\_\_\_\_

**Type of System:** Hood suppression system – number of hoods \_\_\_\_\_ Designer number \_\_\_\_\_  
Fire Alarm System - number of zones \_\_\_\_\_ Designer number \_\_\_\_\_  
Method of supervision: Central station \_\_\_\_\_ Proprietary system \_\_\_\_\_ Remote station \_\_\_\_\_ Supervisory service \_\_\_\_\_

**Sprinkler System:** No. of Heads \_\_\_\_\_ Designer number \_\_\_\_\_  
Sprinkler / Standpipe demand at base of riser: \_\_\_\_\_ gpm @ \_\_\_\_\_ psi / \_\_\_\_\_ gpm @ \_\_\_\_\_ psi  
Method of supervision: Central station \_\_\_\_\_ Proprietary system \_\_\_\_\_ Remote station \_\_\_\_\_ Supervisory service \_\_\_\_\_ Locked open Valves \_\_\_\_\_  
Design Approach: NFPA 13 \_\_\_\_\_ NFPA 13R \_\_\_\_\_ NFPA13D \_\_\_\_\_ NFPA 231 \_\_\_\_\_ Other \_\_\_\_\_  
Hazard Occupancy: Light \_\_\_\_\_ Ordinary Group 1 \_\_\_\_\_ Group 2 \_\_\_\_\_ Extra Group 1 \_\_\_\_\_ Group 2 \_\_\_\_\_ Special \_\_\_\_\_

**Part 3 Applicant / Contractor**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I hereby certify that the proposed work is authorized by the Owner of Record, that I am authorized to submit this application as his/her agent, and that I agree to conform to all applicable laws and rules of the State of Ohio and the resolutions of Portage County. Inspections shall be scheduled (24) hours in advance using voice mail (330) 297-3529.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Fire Protection systems**

**Part 4 Fees (to be filled out by Dept. staff)**

<u>Item</u>	<u>Application Fee</u>	<u>Unit Fee</u>	<u>Amount</u>
[ ] Fire Alarm System	60.00	.50 / 100 gsf	\$

(Application fee is not refundable)

- [ ] Plan review invoice charges \_\_\_\_\_ hours @ 75.00 / hr  
\$ \_\_\_\_\_
- [ ] Fire Sprinkler System 60.00 3.00 / 100  
gsf \$ \_\_\_\_\_
- [ ] Minor repairs / installations (as determined by the CBO) 40.00  
\$ \_\_\_\_\_
- [ ] Hood Suppression 60.00 ea. \$ \_\_\_\_\_
- [ ] Re-inspections 40.00 \$ \_\_\_\_\_
- [ ] Penalty Fee (work started prior to obtaining a permit) Twice the normal fee  
\$ \_\_\_\_\_

**Sub Total** \$ \_\_\_\_\_

**Add 3% percent per Senate Bill # 359** \$ \_\_\_\_\_

**TOTAL FEES** \$ \_\_\_\_\_

Note 1. Application fees are not refundable.  
 Note 2. Area used to determine Unit Fee is calculated to include all levels of the building.  
 Note 3. **Make checks payable to Portage County Treasurer.**

PEN CK# \_\_\_\_\_ PEN RECEIPT# \_\_\_\_\_

PERMIT CK# \_\_\_\_\_ PERMIT RECEIPT# \_\_\_\_\_

Clerk \_\_\_\_\_ Date \_\_\_\_\_

### Sign Permit Application

Portage County Building Department  
449 South Meridian Street

Date  
Received

Pen # \_\_\_\_\_  
 Permit # \_\_\_\_\_  
 Township / Village \_\_\_\_\_  
 Flood Map \_\_\_\_\_

Ravenna, Ohio 44266-1217  
Phone (330) 297-3530 Fax (330) 297-3896

**Applicant shall complete Parts 1 thru 5 (Include (3) sets of plans)**

**Part 1 General Information**

Project Name \_\_\_\_\_

Project Address \_\_\_\_\_

Permanent Parcel # \_\_\_\_\_ Phone \_\_\_\_\_

**Part 2 Sign Description** (enter the number of signs on the appropriate line)

New Sign \_\_\_\_\_ Addition \_\_\_\_\_ Alteration \_\_\_\_\_ Repair \_\_\_\_\_

Type of sign: Pylon \_\_\_\_\_ (6'-1" or higher) Ground \_\_\_\_\_ (6'-0" or less)

Projecting \_\_\_\_\_ Roof \_\_\_\_\_ Wall \_\_\_\_\_ Marquee \_\_\_\_\_ Illumination: Yes \_\_\_\_\_

No \_\_\_\_\_ Partial \_\_\_\_\_ Existing \_\_\_\_\_

*\*\* Engineered drawings, prepared and sealed by the designer of record are required for ground supported, roof supported, and projecting signs. Such plans shall include sufficient information to determine compliance with Section 3107 of the OBC, and other applicable codes.*

**Part 3 Owner**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Part 4 Applicant / Contractor**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Part 5 Architect / Engineer / Designer**

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Ohio Registration # \_\_\_\_\_ Ohio Certification # \_\_\_\_\_

I hereby certify that the proposed work is authorized by the Owner of Record, that I am authorized to submit this application as his/her agent, and that I agree to conform to all applicable laws and rules of the State of Ohio and Resolutions of Portage County. Inspections shall be scheduled (24) hours in advance by calling (330) 298-4503. **(For new sign installation, an authorization letter from the owner is required per OBC Section 3107.1.1)**

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Sign Permit Fees

**Part 6 Fees** (to be filled out by Building Dept. staff)

<u>Item</u>	<u>Application Fee</u>	<u>Unit Fee</u>	<u>Amount</u>
[ ] Non-refundable Plan Review (new signs only)		75.00	\$ _____
[ ] Sign		50.00	\$ _____
[ ] Re-inspection fee		40.00	\$ _____
[ ] Penalty Fee (work started prior to obtaining a permit)			Twice the scheduled fee \$ _____
		<b>Sub Total</b>	\$ _____
		<b>Add 3% percent per Senate Bill # 359</b>	\$ _____
		<b>TOTAL FEES</b>	\$ _____

Note 1. Application fees are not refundable.

Note 2. Area used to determine Unit Fee is calculated to include all levels of the building and appurtenances.

Note 3. **Make checks payable to Portage County Treasurer.**

PEN CK# \_\_\_\_\_ PEN RECEIPT# \_\_\_\_\_

PERMIT CK# \_\_\_\_\_ PERMIT RECEIPT# \_\_\_\_\_

Clerk \_\_\_\_\_ Date \_\_\_\_\_

## Demolition / Razing Permit

Portage County Building Department  
 449 S. Meridian Street  
 Ravenna, Ohio 44266  
 Phone: 330-297-3530 Fax: 330-297-3896

Date Received
------------------

Permit # _____
Township _____
Village _____

Owner's Name \_\_\_\_\_

Site Address \_\_\_\_\_

City/Village/Township \_\_\_\_\_ Zip \_\_\_\_\_

Permanent Parcel # \_\_\_\_\_ Contact Phone # \_\_\_\_\_

\*\* Owner's New Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contractor \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

For Commercial/Industrial structures, contact Environmental Protection Agency (EPA) at 330-963-1145. All debris must be transported to an approved dump site. Proof of discharge of debris must be submitted to the Portage County Building Department. Clean fill shall be added to level the area, with a minimum of 2" of topsoil and seeded with a layer of straw to complete the reclamation. **Notify the adjacent property owners three (3) days in advance of starting work. Call the Building Department (330-297-3529) to schedule a final inspection.**

### SEWER AND SEPTIC SYSTEMS

Contact the Health Department (330) 297-3502, and Water Resources (330) 297-3670. All piping (storm, sewer, and waste water) shall be sealed by an approved method. The ends of these lines are to be marked and platted for future connection. Final inspection is required.

1. Residential (1, 2 & 3 Family) dwellings	\$ 40.00	\$ _____
2. Non Residential Structures / Buildings	\$ 150.00	\$ _____
3% percent assessment fee for non-residential (see S.B. 359)		\$ _____
1% percent assessment fee for residential (see H.B. 175)		\$ _____
Penalty fee for starting work before permit is issued: Twice the normal fee		\$ _____
Total Fee		\$ _____

I hereby certify that the proposed work is authorized by the Owner of Record, that I am authorized to make this application as his/her agent. I agree to conform to all applicable laws and rules of the State of Ohio and the resolutions of Portage County.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Check # \_\_\_\_\_ Cash \_\_\_\_\_ Receipt # \_\_\_\_\_

Clerk \_\_\_\_\_ Date \_\_\_\_\_

**Make checks payable to: Portage County Treasurer  
MISCELLANEOUS FEES**

Portage County Building Department  
449 S. Meridian Street, Ravenna, OH 44266  
Phone: 330-297-3530 Fax: 330-297-3896

Date Received
------------------

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Twp/Village \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

<u>Item</u>			<u>Fee</u>
** [ ] Contractor registration	(\$100 / year)	100.00	\$ _____
[ ] NSF Checks		50.00	\$ _____
[ ] Portage County Flood Hazard Development Permit		25.00	\$ _____
[ ] Letter of Map Record		25.00	\$ _____
[ ] Record Certification Letter		25.00	\$ _____
[ ] Copies \$ 0.05 page / first five (5) pages free No. of pages ____ X .05 =			\$ _____
<b>Total Fee</b>			<b>\$ _____</b>

\*\* General / Electrical / Mechanical / Refrigeration / Hydronics / Sprinklers / Fire Alarms

Check # \_\_\_\_\_ Cash \_\_\_\_\_

Receipt # \_\_\_\_\_

Clerk \_\_\_\_\_ Date \_\_\_\_\_

**Make check payable to: Portage County Treasurer**

**REQUEST FOR AN APPEAL**

Portage County Building Department  
449 S. Meridian Street, Ravenna, OH 44077  
Phone: 330-298-4503 Fax: 330-298-4504

Date  
Received

PCBBA Case #  
\_\_\_\_\_  
Check #  
\_\_\_\_\_  
Receipt #  
\_\_\_\_\_  
Hearing Date  
\_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Twp/Village \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

General instructions: the application for an appeal must be received within thirty (30) days of the mailing of the adjudication order or citation letter. You must include a copy of the order or letter and submit your reasons for this appeal and any other information you wish the Board to consider. At the hearing, you may be represented by legal counsel and provide such testimony as you deem appropriate.

ITEM (s) APPEALED \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

RELIEF SOUGHT (explain in detail what relief you seek and why you believe you are entitled to relief)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Type of Appeal**

**Fee**

[ ] Portage County Board of Building Appeals \$ 75.00 \$ \_\_\_\_\_

[ ] Portage County Flood Hazard Reduction Appeals 75.00 \$ \_\_\_\_\_

Clerk \_\_\_\_\_ Date \_\_\_\_\_

**Make check payable to: Portage County Treasurer**

\* \* \* \* \*  
**RESOLUTION No. 09-0373 - RE: TRANSFER FROM FUND 0001 GENERAL FUND TO FUND 5400, PCW GENERAL ADMINISTRATION**

It was moved by Christopher Smeiles, seconded by Maureen T. Frederick that the following resolution be adopted:

**WHEREAS,** the Portage County Board of Commissioners desires to compensate the PCW General Administration Fund; fund 5400 for past use of Water Resources land that is utilized for General Fund purposes, and

**WHEREAS,** it is in the authority of the Portage County Board of Commissioners to appropriate General Fund money to the PCW General Administration Fund, fund 5400; now therefore be it

**RESOLVED,** that the following transfer of funds be made in the amount of \$ 12,000.00:

**FROM:**  
FUND 0001, COUNTY GENERAL FUND  
ORGCODE - 00100009  
Debit Expense Account  
Object 910000- TRANSFERS OUT \$ 12,000.00

**TO:**  
FUND 5400, PCW GENERAL ADMINISTRATION  
ORGCODE - 54001002  
Revenue Account  
Object 280000 - TRANSFERS IN \$ 12,000.00

and be it further

**RESOLVED,** that the County Auditor is hereby requested to make said transfer by Journal Entry, and that a certified copy of this resolution be filed with the County Auditor, the Department of Budget and Financial Management and the Water Resources Department, and be it further

**RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Charles W. Keiper II, Absent; Maureen T. Frederick, Yea; Christopher Smeiles, Yea;

\* \* \* \* \*

**RESOLUTIONS**

April 23, 2009

- 1. Approval of Meeting Minutes from the April 21, 2009 regular Board Meeting as presented.
- 2. Approve the Bills as presented by the County Auditor and reviewed by the Internal Auditor./09-360
- 3. Approve the wire transfer as presented by the County Auditor./09-361
- 4. Approve the Journal Vouchers as presented by the County Auditor./09-362
- 5. Approve the Then & Now as presented by the Portage County Auditor./09-363
- 6. The County Engineer presents two (2) resolutions for Board consideration regarding storm water./The Board of Commissioners met today with Leigh Prugh and Mickey Marozzi and agreed to hold these resolutions to allow the preparation of the final documents.

\* \* \* \* \*

**INVITATIONS/MEETING NOTICES**

April 23, 2009

- 1. Invitation from the Board of Elections to a retirement party for Glenda Enders on Friday, May 15, 2009, 12:00-4:00 PM at the Board of Elections.
- 2. Invitation from the Mental Health & Recovery Board for the 2009 Annual Dinner of the Mental Health & Recovery Board on Tuesday, May 19, 2009, 6:00 PM at the Ravenna Elks Lodge, Ravenna.
- 3. Meeting agenda for the Mental Health & Recovery Board meeting on Saturday, April 25, 2009, 8:30 AM-1:00 PM at the Mental Health & Recovery Board office, Kent.
- 4. Invitation from the Ohio State University Extension Office for their Open House on Tuesday, May 19, 2009, 3:00-7:00 PM.

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**INCOMING CORRESPONDENCE**

**DISCUSSION**

April 23, 2009

- 1. April 6, 2009 correspondence from Janet Esposito, County Auditor, regarding mileage reimbursement/Hold for discussion next week.
- 2. April 17, 2009 correspondence from Sheriff David Doak, regarding Intellitech pay to stay program/Hold for the Sheriff to meet with the Judges.

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**JOURNAL ENTRIES**

April 23, 2009

- 1. Board of Commissioners' signature requested on the payment authorization form for \$96.00 payable to Record Publishing Company for CDBG advertising as requested by the Regional Planning Commission. The B-F-08-062-1 Formula Grant Activity #08 Administration is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor with no exceptions noted.

2. Board of Commissioners' signature requested on the payment authorization form for \$8,336.25 payable to David L. Sommers for architect services for improvements to the Horizon House located at 5536 S. Prospect St., Ravenna as requested by the Regional Planning Commission. The B-F-08-062-1 Formula Grant Activity #03 Conversion/Rehab/Renovate is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor with no exceptions noted.
3. The Board of Commissioners received the Weekly Report of Kennel population for the week ending April 19, 2009 as presented by Dave McIntyre, Dog Warden. The Board of Commissioners acknowledged the receipt of \$550 in Court Donations.
4. Board of Commissioners' authorization requested to allow use of the Commissioners' Conference Room 703 on Wednesday, May 13, 2009 from 5:00 PM-7:00 PM for a Bicentennial meeting as requested by Charlene Badger, Executive Assistant.
5. Board of Commissioners' authorization requested to allow Managed Care Enrollment Center use of the Portage County Administration Building's 1<sup>st</sup> floor lobby from 9:00 AM-2:00 PM on Thursday, May 28, 2009 to promote open enrollment month as requested by Gina Guess.

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**REFERRED**

April 23, 2009

1. April 15, 2009 correspondence from Linda Modry and Ryan Gies, Ohio Department of Youth Services, regarding proposed changes to the Subsidy Grant Administrative Rules. Referred to Grants Administrator and Internal Auditor.

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**INFORMATION ONLY**

April 23, 2009

1. April 17, 2009 e-mail from Dawn Pechman, regarding public records, websites, and electronic communication.
2. April 16, 2009 correspondence from Todd Peetz, Regional Planning Commission, regarding technical assistance hours utilized and available as of First Quarter 2009.
3. The Board of Commissioners received the 2008 Annual Report as presented by Goodwill Industries.
4. April 17, 2009 correspondence from Sheriff David Doak, regarding Intellitech Pay to Stay program.

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**PROSECUTOR**

April 23, 2009

1. April 17, 2009 correspondence from Vic Vigluicci, requesting additional fund into the vehicle maintenance and repair line to complete the year's fuel and repair costs/Department of Budget and Financial Management to bring back a recommendation
2. April 20, 2009 correspondence from Leigh Prugh, to Kenneth Coffman, Pecot, Inc., regarding Whispering Meadows Subdivision in Suffield Township/Information only

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**Journal Entry**

April 23, 2009

Motion by Christopher Smeiles, seconded by Maureen T. Frederick to approve the following actions:

1. The Board of Commissioners signed the payment authorization form for \$96.00 payable to the Record Publishing Company for CDBG advertising, as presented by the Regional Planning Commission. The B-F-08-062-1 Formula Grant Activity #08 Administration is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor with no exceptions noted.
2. The Board of Commissioners signed the payment authorization form for \$8,336.25 payable to David L. Sommers for architectural services for improvements to the Horizon House located at 5536 South Prospect Street in Ravenna, as presented by the Regional Planning Commission. The B-F-08-062-1 Formula Grant Activity #03 Conversion/Rehab/Renovate is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor with no exceptions noted.
3. The Board of Commissioners acknowledged the receipt of the Weekly Report of Kennel population for the week ending April 19, 2009, as presented by Dog Warden Dave McIntyre. The Board of Commissioners also acknowledged the receipt of \$550 in Court Donations.
4. The Board of Commissioners authorized the use of the Commissioners' Conference Room 703 on Wednesday, May 13, 2009 from 5:00 PM-7:00 PM for the final meeting of the Portage County Bicentennial Committee, as requested by Executive Assistant Charlene Badger.
5. The Board of Commissioners authorized Managed Care Enrollment Center to use the Portage County Administration Building's 1<sup>st</sup> floor lobby from 9:00 AM-2:00 PM on Thursday, May 28, 2009 to promote open enrollment month, as requested by Gina Guess. Forwarded to the Internal Services Department for preparation of an agreement.
6. The Board of Commissioners agreed to hold the 2009 Portage County Employee Appreciation event on Saturday, August 22, 2009 at the Kent American Legion. The Board of Commissioners authorized payment of deposits by the Human Resources Department to reserve the entertainment vendor and the venue.
7. After meeting today with Human Resources Department Director Karen U'Halie in an Executive Session, the Board of Commissioners authorized Comp Management to negotiate a Worker's Compensation settlement for BWC Claim No. 04-327061.

Charles W. Keiper II, absent, motion carries

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We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting on **April 23, 2009**. There being no further business to come before the Board, it was moved by Christopher Smeiles, seconded by Maureen T. Frederick to adjourn the official meeting at **3:30 PM**. Commissioner Keiper absent, motion carries.

ABSENT

Charles W. Keiper II, President

Maureen T. Frederick, Vice President

Christopher Smeiles, Board Member

Deborah Mazanec, Clerk

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