

Portage County Building Department
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Ravenna, Ohio 44266
330-297-3530 / 330-297-3896 fax
www.co.portage.oh.us/buildinginspections.htm

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RESIDENTIAL PERMITS and INSPECTIONS

DRAWINGS MUST BE ON SITE & AVAILABLE FOR INSPECTION. A RE-INSPECTION FEE WILL BE IMPOSED IF NOT ON SITE WHEN INSPECTOR ARRIVES

Policy – Procedure – Contact Information

Policy . . .

The Portage County Building Department, is certified by the State of Ohio Board of Building Standards, under the Department of Commerce, to conduct all Building, Electrical, Mechanical and related inspections for permits and plan approvals obtained through our office; as defined within Sections 108.1 of the Ohio Building Code (OBC) and the Residential Code of Ohio (RCO) and Sections 3781 and 3791 of the Ohio Revised Code.

Required Permits for this project . . .

- Building
- Electrical
- Mechanical
- Fireplace Insert
- Hydronics
- Plumbing – obtain from the Portage County Health Dept

Procedure – Scheduling of Required Inspections . . .

- **Project Drawings** – Per Section 107.7 of both the RCO and the OBC, it is the applicant's responsibility to have one set of the signed and approved constructions drawings readily available at the job site for use by the Inspector. Failure to do so may cause the requested inspection to fail and will require a re-inspection to occur at a later date.
- **Duties** – It is the applicant's duty to call for all required inspections – see contact information at the end of this document. Failure to do so, will require that the area or work that was not inspected to be exposed, for inspection, before any further work can proceed.
- **Scheduling Inspections / Next Day Service** – The Portage County Building Dept generally can and will provide next day service for all inspections. Next day service means the next business day of regular operation, excluding weekends and holidays. In the event that we can not provide the inspection service on the date requested, our office will contact the applicant, advise the circumstances and re-schedule accordingly. NOTE: Sections 108.1 of the both the RCO and the OBC provides for up to 4 business days to conduct the requested inspection. In the event that the requested inspection can not be completed within this prescribed period, subsequent work is then allowed to proceed, only up to the level of the next required inspection (see Required Inspections document). Inspections can be called in up to 7:30 AM (as per the County phone system date and time stamp) on the morning of the required inspection and we will schedule for that day. Inspections can be called in to their respective inspection line, 24 hours per day 7 days per week.

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- **Special Notes on Daily Timing of Inspections** – Due to a reduced workforce we do not schedule inspections by specific or approximate time. It is each Inspectors responsibility to route their daily inspections in the most efficient and economical methods possible (see notes section at the end of this document).
- **Re-Inspections Fees** – It will be the decision of the Inspector to require a re-inspection fee before the next inspection takes place, based on re-occurrences of defined code violations and/or the project not being ready for the required inspection.

Contact Information . . .

- Residential Inspections (*this is an unattended phone*) **330-298-1113**
- Commercial Building & Related Inspections **330-298-1113**
- All Electrical Inspections **330-298-4503**
- Building / Mechanical Inspector – **Dexter LeMon** **330-298-2107**
- Electrical Inspector – **Mike Koken** **330-297-3533**
- Office Supervisor – **Linda Markijohn** **330-297-3541**

Notes:

The Inspectors are generally in the office each morning between the hours of 7:30 A.M. and 8:30 A.M. Please feel free to contact the Inspector's at their above office numbers, to discuss the technical aspects of any inspection that is to be performed, or as a result of an inspection that has been performed. You may also call the Inspector's to obtain a general idea of where your inspection falls into that days routing only; **no specific times will be provided.**