



**Building Department
3760 Darrow Road, Stow, Ohio
330.689.2729**

Chapter 6 PLAN REQUIREMENTS

The following information shall be submitted when making application for a NEW BUILDING:

- Building Permit Application (from the Stow Building Department or online)
- 4 Sets of construction drawings including: Structural plan, foundation plan, floor plan, cross section and exterior elevations, mechanical, electrical, plumbing plans and a fire suppression system plan, Energy Conservation Compliance:

For more information on energy conservation please check the following link: www.energycodes.gov

- 6 sets of Topographical Survey (Site Plans)
- House Number Slip (Can be obtained from the Stow Engineering Department)
- Water Permit (Can be obtained from the Stow Engineering Department) Water Disclosure Form
- Sewer Permit (Can be obtained from Summit County Department of Environmental Services)

NOTE: Applications will be reviewed by Engineering, Zoning, Landscaping and the Building Department. Permit applications take approximately 14 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

You must submit:

Building Plans: Four sets of each which should include the following:

- Foundation plan
- Floor plan
- Cross section
- Mechanical, Electrical and Plumbing Plans
- Exterior elevations
- A.S.H.R.A.E. 90.1 calculations (if applicable)
- Fire suppression plan (if applicable)

Site Plans: Six sets for an addition.

NOTE: A permanent foundation is required for storage sheds over 100 square feet. Storage sheds up to and including 100 square feet may be installed without a permanent foundation. A Building Permit fee is required for accessory buildings at or in excess of 100 square feet.

ALTERATIONS, CONVERSIONS

You must submit:

Building Plans: Three sets of each, which should include the following, (See examples on the pages listed.)

- Foundation plan (if applicable)
- Floor plan
- Cross section
- Exterior elevations
- A.S.H.R.A.E. 90.1 calculations (if applicable)

Site Plan: If the building footprint is altered.

SIDING AND ROOFING

Siding and roofing permits are required and may be issued over the counter. Plans are usually not required for these types of permits.

DEMOLITION

If the structure has been used commercially at any time, application must be made with the EPA and approval must be granted for demolition before a permit for Razing (Demolition) may be issued.