

Medina County Building Department



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Permit Center
791 W. Smith Rd.
Medina, Ohio 44256

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<http://building.medinaco.org>

GUIDE FOR BUILDING AN ADDITION

Please follow the guidelines below to ensure timely permit acquisition.

1. **Medina County Health Department** (330)-723-9523 If your property has a septic system or a well, cistern, spring or pond (used for drinking water), follow these guidelines:
 - a. **Sewage system components** require ten-foot isolation from a building or other structure. If you need to be any closer you need approval from the Health Commissioner.
 - b. **Wells, cisterns, springs and ponds used for drinking water** are also required to be ten feet from any structure.
 - c. **If adding BEDROOMS, contact the Medina County Health Department for Approval**
***If deviating from these guidelines, please contact the **Medina County Health Dept.**
2. **Local Zoning** Obtain an approval from your local zoning official. Zoning numbers are listed on <http://building.medinaco.org> at “associated contacts and reports”.
3. **Medina County Highway Engineers** (330)-723-9568 Permits are obtained from the Medina County Highway Engineer’s Office, 791 West Smith Rd Medina, OH.
 - a. **Stormwater Management And Sediment Control Permit**
Permit and Fee needed whenever 5,000 sq. ft. of soil is being moved.
(Includes lawn, basement, drive, landscaping, trenching for all utilities, grading or clearing.)
 - b. **Flood Zone Requirements**
See this document (located on our web-site) to determine if you are located in a flood zone and for details: [Flood Zone Requirements](#) for Highway Engineers
4. **Medina County Building Department** (330)-722-9220 Visit <http://building.medinaco.org> and create an account (if not done already), complete the application, and upload a single PDF of your plans and any of the above approvals. If needed you may instead bring in a set of plans (we will scan) and complete your application on our kiosk at 791 West Smith Rd Medina, OH. Materials shall be identified on plans. Material lists will not be accepted. A plan review fee of \$40.30 is due prior to plan review. Include a site plan, cross section, floor plan, and energy code compliance documents. Energy code compliance may be met several ways. Information is listed on <http://building.medinaco.org> under “Publications” then click “Guides,” under Residential click “Energy Compliance Statement”.
 - a. Plan review will take on average 3-5 business days and a \$40.30 plan review fee is due prior to plan exam.
 - b. Building Permit fees for other than new homes are as follows:
 - \$ 73.00 Base fee
 - \$.09 per square foot Permit fee
 - 1% State fee is also charged to the subtotal
 - \$10 Technology fee
 - *Electric and mechanical permits are issued separately*