

# Medina County Building Department



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Permit Center  
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<http://building.medinaco.org>

## Requirements for Residential Plan Review

- I. Create an account on our online portal at [medina.onlama.com](http://medina.onlama.com) (if not done already).
  - A. Complete the application portion
  - B. Upload a single PDF of legible, dimensioned, scaled drawings with sufficient clarity to indicate the location, nature, and extent of work proposed and show in detail that it will comply with the provisions of the code. These drawings shall include the following:
    1. Drawing index
    2. Site plan
    3. Indication of buildings located in flood hazard areas
    4. All structural details including:
      - a. Floor plans
      - b. Fire-resistive floor systems where required
      - c. Exterior wall envelope
      - d. Wall and or building sections of each wall type
      - e. Detailed structural roof and ceiling plans
    5. Fire-resistance ratings if applicable
    6. Basic electric and mechanical system descriptions
    7. Additional information as required for special circumstances
  - C. Upload additional documents such as: 2019 energy compliance document(s) when doing conditioned home or addition, zoning approval, health approval, etc.

### **Plan Review Fee is due after we review your application for completeness:**

\$65.55 For New Dwellings

\$105.95 For Residential Sprinkler

\$40.30 For All Others(decks, additions, garages, etc.)

May be paid with check or cash at our counter, or pay online with the added convenience fee.

### **\*\*\*NOTICE\*\*\***

- The recommended way of checking your review status is through our portal and your account.
- Plan review process can take between 3 to 5 days depending on workload and begins when plan review fee is paid.
- All notifications will be by e-mail.
- Once plans are approved you are required to pay for permit before inspections are scheduled.