

## Medina County Building Department

### Permit Center

791 W. Smith Rd.  
Medina, Ohio 44256

Dave Molnar  
Building Official  
(330) 764-8627  
dmolnar@medinaco.org

Main: (330) 722-9220  
Fax: (330) 764-8204  
[http:// medinaco.org/  
building-department](http://medinaco.org/building-department)

## GUIDE FOR COMMERCIAL BUILDERS

\*Many of the following can be completed concurrently\*

**Plan Approval** – Visit <http://medinaco.org/building-department.org> to create an account (if not done already), complete the application and upload a copy of your digital plans as a single (PDF), and the following supporting documents using the portal. Typical plan review response time (14-18) days. The following departments can begin their review of your project prior to or at the same time:

1. **New Site Only:** Contact the **Tax Map Office** (Administration Building, Room 119) at 144 North Broadway, Medina (330-725-9777) to receive an address slip assigned to the property/parcel. This address slip is needed by other departments listed below, make copies and don't let anyone keep your copy!
2. **Zoning Permit** - Contact the appropriate Township, Village or City Zoning Office for approval. If no zoning permit is required, a signed letter from the zoning official is required and must be submitted to the Medina County Building Department. Zoning list online at “associated contacts and reports” button.
3. **Stormwater Management and Sediment Control Permit** – Contact the Medina County Highway Engineer's Office at 791 West Smith Rd. Medina (330-723-9568). Provide a completed application, site plan drawn to scale with parcel boundaries, proposed construction, existing topography/elevations, proposed grading, stormwater management facilities, and soil erosion and sediment control measures. The site design should conform to the Medina County Sediment Control Regulations, Stormwater Management Regulations and Flood Damage Reduction Regulations (as applicable). This plan will be reviewed for approval by one of the Engineer's and the site is reviewed by an Inspector.
4. **Driveway or Culvert Permit** – Contact the Medina County Highway Engineer's Office at 791 W. Smith Rd Medina (330-723-9568) for an approval and permit for any drive located on County or Township maintained roadways **EXCEPT** on Township maintained roadways in **Chatham, Montville and Spencer**. A permit is required if work is being done within the road right-of-way on a new or existing driveway, for updating expired permits, and for any surfacing, widening, repair or replacements on existing drives.
5. **Public Water and Sanitary Sewer Permit** – Contact the Medina County Sanitary Engineer's Office at 791 West Smith Rd. Medina (330-723-9599). Provide a completed application, address slip, site plan, floor plan and plumbing plan. MCSE forms online: <http://sanitaryengineer.co.medina.oh.us/>
6. **Wastewater Disposal System Permit** (Areas not served by public sanitary sewer) - Contact Ohio EPA, Northeast District at 2110 East Aurora Rd. Twinsburg (330-963-1200) with a completed Site Evaluation Request Form for review and approval. Contact the Medina County Health District at 4800 Ledgewood Dr. Medina (330-723-9523) for an inspection, after Ohio EPA approval.

**Building Permits** – Copies of approvals from departments listed above (not associated with Medina County Building Department) are required prior to the issuance of a building permit.(Please upload to your account)

**Elec./HVAC Permits** – All electrical and mechanical contractors must be licensed with the State of Ohio and upload a copy of this license. You no longer need to register with Medina County Building Department.

**Plumbing Permits** – Contact the Medina County Health District, 4800 Ledgewood Dr. Medina (330-723-9523) for a plumbing plan approval and permits.