

# Stark County

## Permitting Procedure for Residential Building

For Best Results follow the steps in the numerical order, as listed.

You and/or your contractor may be able to work on some of the steps concurrently.

*Before beginning, the homeowner or contractor should check with the local zoning inspector to ensure that it is feasible for the parcel to be developed based upon local zoning codes. In addition, if a duplex or multi-family dwelling is to be constructed or if the property is to be subdivided, the Regional Planning Commission and/or a surveyor should also be contacted. Note that not all townships and municipalities have zoning.*

*Also, determine if the property will be served by sanitary sewer or a septic system. If there is a question, contact the local sewer entity providing service in the area.*

- (1) **House Numbering Office** - 201 3<sup>rd</sup> Street NE, Suite # 201. Phone number (330)451-7389.
  - A. If the home is to be served by **sanitary sewer**, request an “official house number.” (*see 2A*)
  - B. If the home is to be served by a **Home Sewage Treatment System (HSTS)**, permanent house number will be issued later. (*see 2B*)

- (2) **Obtain a Sewer or Permit**  
(*see 2A or 2B*)

**2A)** If the home is to be served by **municipal sewer**, permitting is handled by the Sanitary Engineering Department or other legally recognized sewer entity, (example Massillon City Sewer or North Canton City Sewer).

**Sanitary Engineering Department**  
1701 Mahoning Rd.  
Canton, OH 44705  
Office (330) 451-2303  
Inspections (330) 451-2304

### **Acquiring a Permit to Connect.**

Present official house number document and fee. A “sewer guarantee” may be issued in cases where the sewer system is in development, but not yet usable, as in the case of a new subdivision. Also, obtain a list of licensed sewer installers. to perform the installation.

**OR**

**2B) HSTS permits** are handled by the Stark County Health Department.

**Stark County Health Department**  
3951 Convenience Cir. NW  
Canton, OH 44718  
(330)493-9904

**Make Application at the Health Department** and submit fee. *You must have your parcel number.* House numbering will send a temporary house number range electronically to the health department that will identify the property until a permanent number is issued. You will receive a list of soil scientists and installers.

**Contact a Soil Scientist** to have test holes dug and evaluated. The soil scientist will submit the report to the Health Department for the sanitarian to review. The sanitarian will do an on-site lot review within 3 days of receipt of the soils report.

**The Health Department Sanitarian** will mail the results of the soil tests and lot review *to the applicant*. If soils are approved, a design plan must be prepared and submitted by a designer. Your septic installer may be able to suggest a designer.

**Contact a Designer** and meet him at the property to explain your wishes. The designer will then prepare the plan. Once it is completed, it must be submitted to the Health Department. It must be signed by: the designer; the general contractor; the licensed installer; and the home owner. A set of house plans must also be submitted at this point. The house plans will be reviewed and returned. Lastly, a \$15 fee for the permanent house number must be remitted.

**Health Department Review** will take up to 5 days, if there are no errors. While the plan is being reviewed, the Health Department will electronically obtain a permanent house number from the house numbering office. The \$15 fee will also be forwarded electronically. (Property must be of legal record to obtain official #.)

**The Septic Permit Is Issued At This Point.** The permit must be signed by the homeowner (or their agent) at the time it is issued, and the fee must be submitted. Owner will also receive a copy of the permanent house number slip.

### (3) Obtain a Well Permit or a Water Service Permit

**3A.** To Connect to a **Municipal Water Supply**, contact the pertinent municipality, water company, or Sanitary Engineers to obtain a permit. Commonly, you must complete an agreement form, an application and submit a fee and a utility plot diagram. Some municipalities require a plumbing permit through their plumbing department, in addition to the plumbing permit drawn from the Health Department (e.g. Canton City).

OR

**3B.** Well permitting is handled through the **Stark County Health Department**. (see address and phone number in panel 2B above) The design plan will be reviewed by the sanitarian for confirmation of correct location of well. In addition, neighboring lots may be reviewed to insure that possible sources of contamination are kept at the correct distances from the proposed well. Often times the drilling contractor obtains the well permit.

(4) **Obtain Zoning Permit(s)**, if applicable. Currently, the Villages of Beach City, Hills and Dales, and Wilmot and the townships of Paris, Sandy, Sugarcreek, Tuscarawas, and portions of Bethlehem are not zoned. Present the official house number, septic or sewer permit, and a driveway installation permit (if applicable), along with a site plan, construction plan, and fee. The Zoning Inspector will review the lot to ensure that it is located in a district in which the dwelling can be built, as well as lot and yard size requirements, setbacks, and building size. Zoning inspections are conducted periodically during construction.

**Note:** The driveway installation permit can be obtained from the pertinent township, village, or city office. If the home is to be built along a state route, you must contact the Ohio Department of Transportation (O.D.O.T.) to acquire the permit.

(5) **Obtain Building Permits** from the Stark County Building Department - 100 Central Plaza North, Canton, Ohio 44702, phone: 330-451-1770. Permits can be obtained by contractor or homeowner. Present official house number, zoning permit, septic or sewer permit and fees to obtain building permits, including: Building, Electric and Heating/HVAC. Post the Cardboard "Permit Issued" card in a conspicuous but protected location so that approval stickers may be affixed thereto. The absence of a permit card will result in a "NOT APPROVED" for the requested inspection. (A re-inspection fee must be charged when work is not approved because it is incomplete or does not meet code.) Also, the plumber must obtain the plumbing permit from the Health Department (330)493-9904. (See address on front, section 2B.)

#### (6) Call for INSPECTION when:

**FOUNDATION:** After foundation has been constructed and waterproofed, footer drains and gravel have been installed, and anchor bolts/ties are in place. Inspection *must be done* before backfilling. (BUILDING DEPT (330) 451-1770)

**ROUGH ELECTRIC, PLUMBING, HEATING:** After wiring, water lines, plumbing and hot air vent openings have been installed, but before concealment by wallboard, paneling, ceiling, etc. The basement floor *must not be* poured until after the rough plumbing inspection. For plumbing inspection, call HEALTH DEPT (330)493-9904 otherwise call building dept. for other inspections. (BUILDING DEPT (330)451-1770)

**ROUGH BUILDING:** After rough Electric, Plumbing, and Heating have been approved, but before wallboard, paneling, ceiling, etc., have been installed. (BUILDING DEPT (330) 451-1770)

**FINAL ELECTRIC, PLUMBING, HEATING:** After the respective systems have been completed but before occupying the building. (BUILDING DEPT (330) 451-1770)

**FINAL BUILDING :** After all other final inspections, including any necessary tests by Fire Department having jurisdiction. (BUILDING DEPT (330) 451-1770)

**OBTAIN CERTIFICATE OF OCCUPANCY.** (BUILDING DEPT (330) 451-1770)

**SEPTIC SYSTEM:** After the necessary components are installed in accordance with the detailed plot plan and the septic permit. Partial inspections can be made when necessary. (HEALTH DEPT (330)493-9904)

**WATER WELL/WATER SAMPLE:** After the well log and completion form are received by the Health Dept. (These forms are usually submitted by the drilling contractor). The well log is reviewed along with the construction of the well and storage tank components by the sanitarian. At the time of this inspection, a water sample is taken to be sure it is bacteriologically safe. (HEALTH DEPT (330)493-9904)

**SEWER CONNECTION:** Notify sewer department at least 24 hours prior to connection (SANITARY ENGINEERING DEPT (330)451-2303)

**MUNICIPAL WATER CONNECTION:** Notify water department at least 24 hours prior to connection. (MUNICIPALITY, SANITARY ENGINEERS, OR WATER COMPANY)

#### Presented as a cooperative effort through:

The Stark County Health Department  
The Stark County Building Department  
and Stark County Zoning Districts

