

Medina County Building Department

Permit Center

791 W. Smith Rd.
Medina, Ohio 44256

Richard Nelson
Residential Building Official
(330) 764-8289
rnelson@medinaco.org

Main: (330) 722-9220
Fax: (330) 764-8204

<http://building.medinaco.org>

Guide For New Home Builders

Follow this list, in order, for permitting procedures.

All county lines listed may be reached from our Cleveland line: 330-225-7100 + ext, or the Akron line: 330-336-6657 + extension. The extensions for the county offices are the last 4 digits of their local number.

1. **LOT NEEDS TO BE RECORDED AT THE RECORDER'S OFFICE** 330-725-9782 located in the County Administration Building at 144 N. Broadway, Medina OH 44256.
2. **GO TO TAX MAP OFFICE FOR ADDRESS TO BE ASSIGNED AND RECEIVE TAX MAP ADDRESS SLIP.** 330-725-9777 located in the County Administration Building at 144 N. Broadway, Medina OH 44256.
3. **SITE EVALUATION OF LOT WILL BE NEEDED (FOR HOUSEHOLD SEWAGE TREATMENT SYSTEM)**
Contact the Medina County Health District 330-723-9523 located at 4800 Ledgewood Dr., Medina.
If approved, continue with items numbered 4-13.

4. WATER/SEWAGE SYSTEMS

a) **Approval Slips For Building And Zoning:** Bring these slips when completing numbers 8 and 10. Contact the Medina County Health District 330-723-9523 located at 4800 Ledgewood Dr., Medina.

b) **Sewer / Water Permits(S) And Connection Charges:**

Obtain from appropriate department.

Contacts for Water Permits depending on area:	
Medina County Sanitary Engineers (330-723-9581 or 330-723-9599)	
Rural Lorain Water – (1-800-842-1339)	Village of Lodi – (330-948-2040)
Village of Seville – (330-769-2458)	Village of Spencer – (330-648-2259)
Westfield Center Village – (330-887-5151)	City of Wadsworth – (330-335-1521)
Cleveland Water – (216-664-3130)	

Contacts for Sewer Permits depending on area:	
Medina County Sanitary Engineers – (330-723-9581 or 330-723-9599)	
Village of Lodi – (330-948-2040)	Village of Seville – (330-769-2458)
Village of Spencer – (330-648-2259)	City of Wadsworth – (330-335-1521)
Westfield Center – (330-887-5151)	

Zoning and building departments need the following before they will issue their permits.

5. MEDINA COUNTY HIGHWAY ENGINEERS

Permits are obtained from the Medina County Highway Engineer's Office, 791 West Smith Rd Medina, OH. 330-723-9568

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

You *must* have this permit to receive zoning and building permits.

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- 6. **POND PERMITS** Ponds for drinking water supply must be approved by the Medina County Health District. When building a pond contact the **MEDINA COUNTY SOIL & WATER CONSERVATION DISTRICT OFFICE** at 6090 Wedgewood Rd. Medina, OH 44256. Permits may be obtained from either 330-722-2628 the Soil & Water office or 330-723-9568 the Medina County Highway Engineer’s Office at 791 West Smith Road, Medina, Ohio 44256. A pond plan review and site inspection will be completed by one of these offices depending on the watershed size of the pond. A permit is then issued by the Medina County Highway Engineer’s office and is then taken to the proper Township Zoning Inspector.
- 7. **DRIVEWAY OR CULVERT PERMIT:** A permit is required if work is being done in the right-of-way on a new or existing driveway. Medina County Highway Engineer issues permits for any drive located on County roadways or on Township maintained roads *EXCEPT* in the following Townships: **SPENCER, CHATHAM and MONTVILLE**. Permits and fees are required for new or existing drives, for updating past due permits, and for any surfacing, widening, repair, or replacements on existing drives. Permits are obtained from the Highway Engineer’s Office 330-723-9568 at 791 W. Smith Road Medina, OH.

FOR DRIVEWAYS OR WORK ON STATE ROUTES CALL 1-800-276-4188 or 330-723-0091

NOW THAT YOU HAVE ALL THE ABOVE COMPLETED, YOU OR YOUR CONTRACTOR CAN FULFILL THE REST OF THE REQUIREMENTS.

- 8. **ZONING PERMIT** Bring all numbers 1 through 7 (permits and information) along with the site plan and prints to the appropriate Zoning Clerk for your Township or Village. Zoning numbers are listed on <http://building.medinaco.org> under “contact us”.
- 9. **ENERGY CODE COMPLIANCE-** may be met several ways. Information is listed on <http://building.medinaco.org> under “Documents” then click “Guides,” under Residential click “Energy Compliance Statement”
- 10. **BUILDING PERMIT** Bring all of the above permits and information along with two sets of detailed plans to the Medina County Building Department located at 791 West Smith Rd Medina, OH. **Residential Plan review averages 3-5 days.**
- 11. **ELECTRICAL AND MECHANICAL PERMITS** Issued at the Medina County Building Department, 330-722-9220, located at 791 West Smith Rd. Medina, OH. All applicants must be registered with the Department, unless the job qualifies under a homeowner’s exemption.
- 12. **OTHER PERMITS** After the Building Permit is issued then permits for plumbing, and on-site sewage system, and water supply are issued by the Medina County Health District, 330-723-9523, located at 4800 Ledgewood Drive Medina, OH.
- 13. **FINAL OCCUPANCY SHALL NOT BE GRANTED UNTIL AT LEAST THE FOLLOWING FINAL APPROVALS HAVE BEEN OBTAINED:**

BUILDING DEPARTMENT	MEDINA COUNTY HEALTH DEPARTMENT
BUILDING	WATER SUPPLY
ELECTRIC	SEWAGE SYSTEM
HVAC	PLUMBING

*****All re-inspection fees must be paid*****

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UTILITY INFORMATION

Please call utility companies concerning your home prior to beginning construction, in order to assure timely connections and service.

Each utility has different requirements for service connections.

Columbia Gas 1-800-344-4077	Verizon 1-800-483-6697	Ohio Edison 1-800-633-4766
East Ohio Gas 1-800-362-7557	Rural Lorain Water 1-800-842-1339	Lorain/Medina Electric 1-800-222-5673
Columbia Gas Transmission 330-723-4900	Medina County Sewer and Water 330-723-9581 or 330-723-9599	Seville Power 330-769-2458
OUPS (Ohio Utilities Protection Service) 1-800-362-2764	(Call before you dig)	Wadsworth Power 330-335-2741
		Lodi Power 330-948-2040

Numbers may change at any time.

Note:

- Ohio Edison has a temporary electric fee.
- Rural Lorain County Water needs up to a 30 day notice for connections.

MEDINA COUNTY DEPARTMENTS

BUILDING DEPARTMENT 330-722-9220

Building Permits
Electrical Permits
Mechanical Permits

HIGHWAY ENGINEERING 330-723-9568

Driveway Permits
Ditch Enclosure Permits
Special Hauling Permits
Highway Use Permits (Road Work)
Stormwater Management & Sediment Control Permits
Sidewalk Permits/Inspection (Medina Township only)

RECORDER'S OFFICE 330-725-9782

New Land Titles

HEALTH DEPARTMENT 330-723-9523

Plumbing Inspections
Septic Inspections and permit
Wells, Ponds, Cisterns

SANITARY ENGINEERING 330-723-9581

Water Permits
Sanitary Permits
Construction Water Connection
Repairs on Water/Sanitary

TAX MAP OFFICE 330-725-9777

Issuing Addresses
Parcel Numbers
Tax Map Copies