

STEP #5 ISSUE CO

1. Review ALL Permits

- Re-review the list of permits/ approvals required for your project.
- Review ALL permits/approvals issued for your project and make sure that they have been finalized

2. Call for Final Inspections

- Fill out the Application for Certificate of Occupancy (CO) and pay CO application fee
- Final Building Inspection

3. Issue Certificate of Occupancy

- Issue the Certificate of Occupancy (CO)
- Display the Certificate of Occupancy

4. Congratulations

- You are done!!!

The permit process can be very complex. We strongly urge you to take advantage of our consultation/pre-application services. Our consultation and preliminary review services are scheduled by calling 740-283-6000 x 1700.

<u>Agency</u>	<u>Phone Number</u>
Building Inspection	740-283-6000 x 1700
Engineering	740-283-6000 x 3300
Water/Wastewater	740-283-6000 x 5001
Fire	740-283-6000 x 1803
Zoning	740-283-6000 x 1700
Historic Landmarks	740-283-6000 x 1700
Other Agencies	
Jefferson County Soil & Water Conservation	740-264-9790
Jefferson County Port Authority	740-283-2476

Building and Business Owners

5-Step Development Guide



City of Steubenville

Planning and Zoning Commission

Building Inspection Division

115 South 3rd Street, Suite 108

Steubenville, OH 43952

740-283-6000 x 1700

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5-Step Development Guide

Obtaining a building permit can be one of the most confusing and frustrating processes one may ever experience if you are not properly prepared. You have probably heard horror stories about getting a permit. These stories may even make you consider doing construction work without a permit; however, it is far easier in the long run to call us and obtain a permit. This pamphlet is not intended to be an all-inclusive map of the entire permitting process; however, it is an easy-to-read overview that outlines the major steps from building selection to issuance of the Certificate of Occupancy.

STEP #1 PREPARATION

- 1. Site Research**
 - Survey the general area
 - Survey the building
 - **Do NOT** sign a lease or close on the property yet!!!
- 2. Research the Codes**
 - Zoning requirements
 - Zoning district requirements
 - Pre-application meeting
 - Site design submission requirements
 - Parking and landscape requirements
 - Building code requirements
 - Changes of use issues
 - Sprinkler system requirements
 - Special locking systems
 - Fire alarm systems
 - ADA requirements

3. Construction Documents

- Have your design professional prepare the plans and specifications
- Request a pre-application consultation; especially for complex projects
- Allow adequate time for the plan review process

STEP #2 PREPARATION

1. Plan Review Application

- Submit plans
 - Fill-out the plan review application completely
 - Pay plan processing fee

2. Follow-up Information

- Retain key follow-up information
 - Address of the project
 - Plan review number

STEP #3 PLAN REVIEW

1. Plans are Reviewed

- Plans are sent for review and approval to various agencies
 - Zoning
 - Engineering
 - Fire Prevention
 - Structural
 - Plumbing
 - HVAC
 - Electrical

2. Plans are Approved

- Applicant is notified of plan approval
- Correct any issues found during plan review/address comments
- Submit three (3) hard copies of approved plans

3. Permit Issued

- Fill out Permit Application completely
 - Applicant advised of permit fee amount
- Permit issued
 - Applicant/contractor pays (cash, check or credit/debit card) for the permit

STEP #4 INSPECTION

1. Begin Construction

- Review "Approved" plans prior to beginning construction
- Review the list of permits required for your project
- Keep "Approved" plans on site

2. Call for Required Inspections

- Review inspection requirements
- Call appropriate inspection agency at least three (3) days in advance to schedule your inspection
 - Footer inspection
 - Rough-In/Framing
 - Electrical
 - Plumbing
 - HVAC
 - Fire Suppression
 - Final