

The Permit Process

1. Visit or Call Building Inspection

The Building Inspection Division will explain the requirements (codes/ ordinances) regarding your project.

2. Submit Application

In addition to filling out the plan review application you will need to submit three (3) copies of drawings, plans and other documentation of the proposed work. You will pay the plan review fee at the time of submittal.

3. The Review Process

Your plans will be routed to the various agencies that are involved in the permit approval process.

4. Review the “Approved” Plans

- If your plans are not approved, you will be notified and you can either submit documentation correcting the code issues

5. Receive Permit

The Building Inspection Division will contact you when your plans are ready. You will pay the building permit fee at this time. Building Inspection will accept cash, check or credit/debit cards.

- The permit application must be filled out completely

6. Begin Construction

7. Call for Inspections

You must call for your inspections at least three (3) working days in advance. Call for footer inspection, rough-in/framing inspection, electrical/HVAC/plumbing inspection, fire suppression inspection and final inspection

8. Receive Certificate of Occupancy

The Certificate of Occupancy (CO) is the formal document that marks the completion of your project.

<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
<u>Other Agencies</u>	
Jefferson County Soil & Water Conservation District	740-264-9790
Jefferson County Port Authority	740-283-2476

Construction Permit Tips For Small Business Owners

Remodeling or
expanding your
Company?

Give us a call first!



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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Construction permit tips for small businesses...a phone call before you start makes your expansion road easier.

Yes, you're making a significant investment, but before expanding, give us a call at the

City of Steubenville
740-283-6000 x 1700



Is your business growing or moving to a new location in the City of Steubenville?

Congratulations! We're happy that your company is helping to boost our economy and provide jobs for the citizens of Steubenville. But, as you expand, there are a few questions you may want to ask the City of Steubenville or other agencies.

For example:

- If I expand my business, will there be new planning or zoning permit requirements?
- Will I have to add more parking?
- Do I need permits for my remodeling project?
- Does the City or Port Authority have any incentives or other assistance?
- Will the codes require more exits, sprinklers or safety equipment?
- What about ADAAG requirements
- How much will permits cost?

The City of Steubenville wants your business to succeed – *it benefits all of us.*

So, before you build or expand, have your construction team meet with City staff to review the construction permitting process... we are available to help you. If you have not already done so, you may consider adding a design professional to your construction team.

The building, fire and zoning codes are there to help your business be safer, a good neighbor, and preserve the beauty and character of Steubenville.

What is a building permit?

In the City of Steubenville there are various types of "building" permits. These permits are licenses that grant legal permission to start construction.

Why do I need a building permit?

Building permits are the means the City of Steubenville uses to reduce potential hazards and unsafe constructing practices thereby ensuring the public health, safety and welfare.

When do I need a building permit?

Building permits are typically required for the following:

New buildings	Electrical systems
Additions	Plumbing systems
Renovations	HVAC systems
Demolitions	Temporary structures
Change of Use	
Prefabricated structures	
Miscellaneous commercial structures	
Miscellaneous residential structures	

When don't I need a building permit?

The building code does not require a permit for routine maintenance or minor repairs; however, the work may need to be done by a City of Steubenville licensed contractor. If you have any questions as to whether the work you are considering requires a permit please call us at (740) 283-6000 x 1700.