



Department of Public Works

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City of Youngstown, Ohio

Mayor Jay Williams

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NEW CONSTRUCTION

GUIDELINES FOR NEW CONSTRUCTION, ADDITIONS AND RENOVATIONS OF COMMERCIAL STRUCTURES

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1. If the project is an addition, submit one Site Plan to the Engineering Department (330.742.8800) and one to the Zoning Department (330.742.8842). For new construction, submit one Site Plan to the Engineering Department, one to the Zoning Department, and one Site Plan and a completed Commercial Water Tap Application to the Youngstown Water Department. (330.743.5346) If the water tap will be located in the roadway, also submit a copy of the road cut permit that will be issued by the Engineering Department.

Site Plans shall be drawn to scale and include the following information:

- a. New and existing structures, property lines, interior lot lines, distances from lot lines, setback and sideyard dimensions, easements, the nearest streets with curb cuts, street grades, types and sizes of all utility lines, and the elevations of all existing and proposed finished grades.
- b. Stormwater management plan and calculations and erosion control measures, prepared in accordance with Mahoning County Drainage and Erosion and Stormwater Control Manual.

Upon approval, you will receive written notice from the Engineering Department and a Zoning Permit from the Zoning Department.

2. Zoning approval and a Zoning Permit must also be obtained for **all** building renovations.
3. For existing buildings with existing water service, new occupants must bring plumbing into compliance with Water Department regulations.
4. If a new structure or addition is being built on two or more lots, the property must be re-platted by a registered surveyor retained by the property owner. The re-plat must be submitted to the City Planning Commission for approval. (330.742.8842)
5. To obtain an address for a new structure, contact the City of Youngstown Engineering Department. (330.742.8800)
6. Once a Zoning Permit is obtained, submit three sets of contract documents, prepared by an Ohio registered architect or engineer, to the City of Youngstown Building Department, Youngstown City Hall, 5th Floor. (330.742.8890) Submit a copy of your Zoning Permit, and a completed Application for Plan Approval. Upon approval, you will be contacted to obtain your Addendum Letter, Certificate of Plan

Approval, and Final Inspection Report. Separate permits must be obtained for all general construction, plumbing, mechanical, electrical and refrigeration work. If plans are not approved, you will receive an Adjudication Order citing the code violations and outlining the resubmission and appeal processes.

1. Submit one set of contract documents to the City of Youngstown Fire Inspection Department, Main Station #1, 420 Martin Luther King, Jr. Boulevard. (330.747.7403) Make this submission at the same time as the submission to the Building Department.
2. If drawing submittal is not required (for minor renovations when waived by the Building Department), you still must obtain a general building permit and a Final Inspection Report. When work is complete, follow Step #13 below.
3. If the project includes any type of industrial manufacturing, production, or processes:
 - a. The project must be evaluated by the Wastewater Industrial Pretreatment Department (330.742.8820) for any applicable Federal EPA or Local Pretreatment Regulations.
 - b. If required, complete an Industrial Wastewater Questionnaire.
 - c. After review of the Questionnaire, a determination will be made as to whether an Industrial Wastewater Discharge Permit is needed.
4. If the project includes a kitchen or food preparation areas:
 - a. Submit one set of plumbing drawings and kitchen equipment plan to the City of Youngstown Health Department, 345 Oak Hill Avenue. (330.743.3333)
 - b. Submit three sets of kitchen hood and hood suppression system drawings to the City of Youngstown Building Department. Submissions must include a completed Application for Plan Approval.
 - c. Submit one set of kitchen hood and hood suppression system drawings to the City of Youngstown Fire Inspection Department.
5. If the project includes a fire suppression and/or fire alarm system, permits will be required:
 - a. Submit three sets of fire suppression system and/or fire alarm system drawings to the City of Youngstown Building Department.
 - b. Submit one set of fire suppression system and/or fire alarm system drawings to the City of Youngstown Fire Inspection Department.
 - c. Submit a site plan and riser diagram for fire suppression systems to the City of Youngstown Water Department.
6. If the project includes a new sign, a permit must be obtained. Contact the Building Inspector at 330.742.8894.
7. Contact inspectors at the phone numbers listed on the Final Inspection Report to perform required partial and final building inspections. Once all signatures are obtained, return Final Inspection Report to the City of Youngstown Zoning Department to obtain the Certificate of Occupancy.

Note: All plumbing, mechanical, refrigeration and electrical work shall be performed by State licensed and City of Youngstown registered tradespeople.