

## City of Salem, Ohio – Zoning Permits

Zoning Permits for **Commercial and Industrial** businesses fall into one of the following categories and must be obtained PRIOR to the start of work:

- A) **Construction – New Buildings, Additions to Existing Buildings, Attached/Detached Garages, Sheds and Decks**
- B) Alteration – Interior Remodel (Kitchen/Bath/Drywall, General Interior Remodel) or Exterior Remodel (Windows/Doors/Siding, Porch/Deck Remodeling, General Exterior Remodel)
- C) Repair – Re-roof, Interior/Exterior Damage Repair
- D) Fence
- E) Sign

A) Steps to obtain a permit for **Construction or Addition** are the following:

- 1) **Submit to the {Ohio Department of Commerce, Division of Industrial Compliance and Labor}** the following items:
  - {Plot Diagram} for jobs > \$5,000 per code {section 1147.04}
  - Construction Drawings including {Accessory Building Worksheet} where applicable
  - {Storm Water Management & Erosion and Sediment Control} study results. To determine if this study may not be applicable, contact the {Planning and Zoning Officer}.
  - If you are a new business, you will be required to get a **Certificate of Occupancy** from Ohio. There are two different applications for the Certificate of Occupancy, depending on if your business would be considered a “Change of Use” or not. Contact the {Ohio Division of Industrial Compliance} to determine which application you need. Your construction plans would be included in the application.
- 2) Submit the following to the Salem Planning and Zoning Office
  - {Job Registration} form
  - Non-refundable Application Fee of \$750, which will be applied toward the engineering review, done by an engineer selected by the City of Salem. Any engineering costs in excess of \$750 will be due prior to the approval of the project.
  - 4 sets of drawings for the project
- 3) Submit approved State Building Permit to the City of Salem Planning and Zoning Office along with the following items
  - Mandatory {Contractor Registration}. All contractors including subcontractors (1099 employees included) shall be registered.
  - Evidence of the Cost Value - copy of the contract document
  - {CRA Tax Abatement Application}. Must be submitted within 1 year to receive tax benefit.

Also provide a copy of the State Building Permit to the {Salem Fire Department} so they may inspect the plans, which will expedite the final Fire Department on-site inspection. The Planning and Zoning Office will supply the Fire Department with one set of drawings.

- 4) See the {Planning and Zoning Officer} to pay the amount needed to be held in escrow until completion of the Site Plan Review. This amount is determined by the City Engineer and will be utilized until a final invoice is given by the Engineer to the {Planning and Zoning Officer}. Any remaining balance will be refunded by the Planning and Zoning Office.
- 5) Pay Zoning Permit Fee with Permit Application. For a list of current fees, see code section {1147.16}.

B) and C) Steps to obtain a permit for **Alteration and/or Repair** are the following:

- 1) Except for the following {exclusions}, **Submit to the {Ohio Department of Commerce, Division of Industrial Compliance and Labor}** the following items:
  - {Plot Diagram} for jobs > \$5,000 per code {section 1147.04}
  - Construction Drawings including {Accessory Building Worksheet} where applicable
  - {Storm Water Management & Erosion and Sediment Control} study results. To determine if this study may not be applicable, contact the {Planning and Zoning Officer}.
  - If you are a new business, you will be required to get a **Certificate of Occupancy** from Ohio. There are two different applications for the Certificate of Occupancy, depending on if your business would be considered a “Change of Use” or not. Contact the {Ohio Division of Industrial Compliance} to determine which application you need. Your construction plans would be included in the application.
- 2) Submit the following to the Salem Planning and Zoning Office
  - {Job Registration} form
  - Non-refundable Application Fee of \$750, which will be applied toward the engineering review, done by an engineer selected by the City of Salem. Any engineering costs in excess of \$750 will be due prior to the approval of the project.
  - 4 sets of drawings for the project
- 3) Determine if the project requires a permit from the {County Health Department}. The inclusion of any of the following work means a County Health Department Permit must be obtained:
  - Any interior plumbing
  - Drinking water wells drilled or repaired
  - Septic systems installed or repaired
  - Food Service

The best time to call the County Health Department with questions is from **8:00 - 10:00AM** weekdays because an inspector will be in the office to assist you.

- 2) Determine if the project requires a permit from the City of Salem. The inclusion of any type of the following work means a City of Salem permit must be obtained:
  - Exterior Work over \$500 (contracted or non-contracted)
  - Interior Work involving electrical
  - Interior Work involving a load-bearing wall
  - Plumbing
  
- 3) To obtain a permit from the City of Salem, submit the following items:
  - Mandatory {Contractor Registration}. All contractors including subcontractors (1099 employees included) shall be registered.
  - Mandatory {Job Registration} form
  - Evidence of the Cost Value
    - If the work is to be contracted, submit a copy of the contract document
    - If the work is being done by the business owner, submit an estimate for materials to be utilized and save all receipts.
  - {CRA Tax Abatement Application}. This must be submitted within 1 year to receive the tax benefit.
  
- 4) Pay City Zoning Permit Fee with Permit Application to the City. The Permit Fee for Alterations and Repairs to existing commercial and industrial structures and additions is based on the cost value of the project. For a list of current fees, see code section {1147.16}.

D) Steps to obtain a permit for a **Fence** are the following:

- 1) Verify proposed fence height is permissible. Fence height requirements are found in Code Section {1194.01}
  
- 2) Pay Zoning Permit Fee with Fence Permit Application. Include the following items:
  - Evidence of the Cost Value
  - A sketch showing the fence location and dimensions.
  - {Job Registration} Worksheet

For the current fence ordinances and fees, see code section {1147.16}.

E) Steps to obtain a permit for a **Sign** are the following:

- 1) See Code Section {1195.02} to determine if a sign permit is required.

- 2) Check the sign requirements for height and size as found on the {Sign Worksheet} and type of sign as found in Code Section {1195}
- 3) If the sign will be illuminated, submit to the {Ohio Department of Commerce, Division of Industrial Compliance and Labor} the {Sign Worksheet} to obtain a State Building Permit.
- 4) For {C3} zoned properties, complete the {Certification of Appropriateness} and submit to the Planning and Zoning Office for review and approval of the {Design Review Board} (DRB).
- 5) Pay Zoning Permit Fee with {Sign Worksheet} also submitting the State Building Permit if applicable. For the current sign permit fee, see {code section 1147.16}.

The following links are referenced above and will be live on the website:

- Ohio Department of Commerce, Division of Industrial Compliance and Labor - <http://www.com.ohio.gov/dico/>
- Contractor Registration links to Contractor Registration Interactive Packet - <https://concepts2companies.org/images/businessforms/Contractor%20Registration%20Interactive%20Packet.pdf>
- Planning and Zoning Officer – <http://www.cityofsalemohio.org/departments/planning-zoning/>
- County Health Department – <http://www.columbiana-health.org/>
- City of Salem Health Department - <http://www.salemcityhealthdistrict.org/>
- All codified ordinances referenced (to be individually linked) - <http://whdrane.conwaygreene.com/NXT/gateway.dll?f=templates&fn=default.htm&vid=whdrane:OHSalem>
- Ohio Certificate of Occupancy Application with no Change of Use - [https://www.com.ohio.gov/documents/bdcc\\_CertificateOfUseAndOccupancy.pdf](https://www.com.ohio.gov/documents/bdcc_CertificateOfUseAndOccupancy.pdf)
- Ohio Certificate of Occupancy Application with Change of Use - [https://www.com.ohio.gov/documents/bdcc\\_ChangeofOccupancyReviewPolicy.pdf](https://www.com.ohio.gov/documents/bdcc_ChangeofOccupancyReviewPolicy.pdf)