

City of Fairlawn Zoning, Housing & Residential Building Dept.

Commercial Zoning Permit Informational Packet

ALL COMMUNICATIONS REGARDING THIS APPLICATION SHOULD BE DIRECTED TO THE CITY OF FAIRLAWN ZONING DEPARTMENT

I. Plan Submission:

A. Required Drawings:

1. Contractor submits **four (4) sets of drawings** including plans, elevations, sections, details, fire protection, fire lanes, water supply, and storm water pollution prevention all of which should be properly dimensioned and drawn to scale to the Fairlawn Zoning Department at the above address.
 2. Submit a **narrative statement** describing the type of business and operations to be conducted.
 3. Complete and submit attached **Application Form with drawings and narrative statement. Please allow 10 working days for the review** by the Fairlawn Zoning Department. Upon approval of plans, the City will issue a Zoning Permit and stamp the plans. **You must submit stamped plans to the Summit County Building Department, 1030 E. Tallmadge Ave., Akron, OH, (330) 630-7280.** County will review plans concurrently with City review.
 4. When they become available, **2 copies of Fire Protection and Detection plans** must be submitted to Fairlawn Zoning Department.
- B. Plans will be reviewed by the Fairlawn Zoning Department for conformance to the Zoning Code and also reviewed by the Fairlawn Fire Department for fire prevention items.
- C. For new commercial buildings or additions, it is your responsibility to contact Akron Water Department and Summit County Environmental Services for any requirements and all utilities.

II. Fees:

A. **Building Permit:** Must be obtained from the Summit County Building Department

B. **Zoning Certificate:** Based on square footage of building. Not required for interior alterations unless a rezoning is necessary. Fees are as follows:

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Four or more family residence: .07 per sq. ft. (\$120.00 minimum)

Additions, Alterations, Razing of Commercial Property: .10 per sq. ft. (\$200.00 minimum)

B-1, B-2, B-3, B-4 New Commercial Construction:

- \$100 + .10 per sq. ft. for 1st 10,000 sq. ft.
- \$100 + .09 per sq. ft. for over 10,000 sq. ft. to 30,000 sq. ft.
- \$100 + .08 per sq. ft. for over 30,000 sq. ft.

(All measurements taken along outside perimeter of such structure)

- C. **Street Cleaning Bond:** \$1,050.00 (\$1,000.00 Bond & \$50.00 Non-Refundable Fee)
- D. **Street Opening Bond:** \$5,050.00 (\$5,000.00 Bond & \$50.00 Non-Refundable Fee)
- E. **Landscaping Bond:** 110% of the landscape contract price
(Example: if landscaping is \$50.00, the bond is \$55.00)
- F. **Storm Water Pollution Prevention Plan Performance Bond:**
120% of the project engineer's storm water estimate.
- G. **Storm Water Pollution Prevention Plan Maintenance Bond:**
25% of the project engineer's storm water estimate.
- H. **Capital Reimbursement Fee and Sewer Tap In:** Will be calculated by the City Engineer for each development. (\$1000.00 minimum)
- I. **Bond Refunds:** Street Cleaning, Street Opening, Storm Water Performance Bond and Landscaping Bonds will be returned after a final inspection has been done and all work has been satisfactorily completed. To apply for the refund, you must send a letter requesting the refund along with the original bonds to:

Fairlawn City Hall, Building Department
3487 S. Smith Road
Fairlawn, Ohio 44333

The Storm Water Maintenance Bond will be returned three (3) years after final inspection, assuming no corrective measures have been undertaken by the City Engineer.

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- J. A \$140.00 fee shall be paid to the Fairlawn Zoning Department and upon satisfactory completion of the above items, and an Occupancy Certificate is approved by Summit County, a Zoning Use Permit shall be issued. This is the only permit required for tenant build-outs without a rezoning.
- K. Projects begun prior to a zoning permit being issued for any structure other than 1 to 3 unit residential dwellings, shall cost 300% of the applicable fee provided in this section.
- L. Fees and procedures are subject to change without notice.

III. Inspections:

All building inspections are done by the Summit County Building Department and/or City of Fairlawn Departments as required.

IV. Occupancy:

When the structure has been approved for occupancy by the Summit County Building Department, the Fairlawn Zoning Department and Fairlawn Fire Department will then conduct a final inspection to verify the proper use of structure according to the City's Zoning Code and Fire Code. Call Fairlawn Zoning and Fire Departments a minimum of seven (7) days prior to occupancy to schedule inspections. Upon satisfactory completion, a Zoning Use Certificate will be issued and occupancy can take place.

Items to be inspected by the City include, but are not limited to:

- 1) Requirements of the City Codified Ordinances are in compliance, i.e.,
 - a. Exit Lights
 - b. Emergency Lights
 - c. 911 Registration
 - d. Fire Extinguishers in place
 - e. SWPPP periodic inspections.
- 2) Address numerals are installed
- 3) Fire lanes, when required, are marked on the site
- 4) Parking requirements
- 5) Landscaping as required
- 6) The requirements of the City Planning Commission, when applicable, shall be completed
- 7) All requirements established by the Fairlawn City Council
- 8) Two (2) sets of As Built Plans shall be filed with the Fairlawn Zoning Department

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Commercial Zoning Permit Application

Project Name _____

Project Address _____ Suite # _____

Estimated number of new permanent employees to be added by the project: _____

Emergency Contact 1 _____ Phone _____

Emergency Contact 2 _____ Phone _____

Description of Work _____

Property Owner _____ Phone _____

Property Owner Address (if different than above) _____

Contractor _____ Phone _____

Contractor Address _____

Architect _____ Phone _____

Architect Address _____

<u>Check Appropriate Floors</u>	<u>Square Footage Per Floor</u>
Basement	
First Floor	
Second Floor	
Total Square Footage	
Estimated Cost of Landscaping	\$
Estimated Cost of Project	\$

Four (4) sets of plans must be included with this application along with a narrative statement describing type of business and operations to be conducted. The undersigned (if not property owner) hereby states that authority has been granted by the owner to apply for this permit. The undersigned shall comply with all rules and regulations of the City of Fairlawn, the adopted zoning codes, and the laws of the State of Ohio. Further, all work shall be conducted in a workmanlike manner. Please allow 10 days for review of this application.

Non- Compliance - Any project begun prior to a zoning permit being issued shall be subject to an additional 300% of the applicable fee. Work required by emergency repairs shall be exempt from this fee provided the person applies for the permit within seventy- two (72) hours of initiating the emergency repairs.

Applicant Signature _____ Date _____

Print Applicant Name _____ Phone _____

Email Address: _____ Fax _____

City of Fairlawn Zoning, Housing & Residential Building Department

Commercial Zoning Permit Application List of Subcontractors

Project Name: _____ Address: _____

Superintendent Name: _____ Phone: _____

Please supply names, addresses and phone numbers of all subcontractors. **Permit will not be processed until this department has received this information.**

Excavation	Painting
Concrete	Electrical
Masonry	Plumbing
Rough Framing	Heating & Cooling
Finish Framing	Landscaping
Roofing	Crane
Drywall	Steel Erection
Flooring	Other