

# Checklist for New Construction

CITY OF ORRVILLE, OHIO • 207 North Main Street • Orrville, Ohio 44667 • Phone 330-684-5000

√		Industrial	Commercl	Residential 1-3 Family	Residential 4+ Family	PUD
	1. Preliminary discussion with Safety-Service Department (Zoning and Planning) at 330-684-5004. Procedures will be given to owner and/or builder. Submittal requirements discussed.	XX	XX	XX	XX	XX
	2. Submittal to Safety-Service Department of application for zoning certificate, filing fee, site plan, and construction drawings, if applicable.	XX	XX	XX	XX	XX
	3. Application must meet all zoning requirements. If not, an application for variance must be filed with the Board of Zoning Appeals (allow 30 days maximum).	XX	XX	XX	XX	XX
	4. Review by Planning Commission (allow 30 days maximum).	XX	XX		XX	XX
	5. Submittal of PIF questionnaire and plans to Orrville Municipal Utilities for review and approval of water, sewer and electric installation.	XX	XX			XX
	6. Submittal of plans to Orrville Fire Chief (330-684-5050) for review and approval.	XX	XX			XX
	7. Submittal of plans to Ohio EPA, if applicable to your job, for approval (allow 30 days).	XX	XX			
	8. Pay recreation charge to Safety-Service Department on residential construction (\$50 per dwelling unit).			XX	XX	XX
	9. After all approvals received, a zoning certificate will be issued to owner.	XX	XX	XX	XX	XX
	10. Obtain building, electric, plumbing, etc., permits from Wayne County offices.	XX	XX	XX	XX	XX
	11. Pay utility tap fees at Utility Cashier's office (330-684-5021).	XX	XX	XX	XX	XX
	12. Contact Ohio Utility Protection Service (1-800-362-2764) before digging.	XX	XX	XX	XX	XX
	13. Obtain permit for street/curb cut from Safety-Service Department (330-684-5004), if applicable.	XX	XX	XX	XX	XX
	14. Prior to occupancy of building, submit all final inspections from City and County offices and apply for Certificate of Occupancy from Safety-Service Department (330-684-5004).	XX	XX	XX	XX	XX
	15. Apply for permanent utility services (330-684-5021).	XX	XX	XX	XX	XX