

PERMITTING TOOLKIT:
DESIGNERS & DEVELOPERS

Powell
OHIO

Table of Contents

Toolkit Overview 3
- Introduction 3
- Where do I file applications or permits? 3
- Application & Permit Fees 3

Development Flowchart 4
- Before you Submit 6
- Incentive Options 6
- What to Expect 7
- Development Applications 7
- Concurrent Application Review 7
- Permitting (Building, Fire, Engineering, & Zoning) 7

Development Applications 9
- Introduction 9
- Sketch Plan 10
- Preliminary Development Plan 10
- Development Plan 11
- Certificate of Appropriateness 12
- Comprehensive Sign Plan 13
- Conditional Use Permit 13
- Major or Minor Subdivision 14
- Variance 15
- Zoning Amendment 15

Construction Permitting 17
- What requires a permit? 17
- Work without a Permit 18
- Contractor Registration 18
- Permit Details 20
- Commercial Building and Trade Permits 20
- Fire Alarm Permit 21
- Fire Suppression Permit 21
- Site Development Permit 21
- Driveway / Walkway Permit 22
- Sign Permit 22
- Fence Permit 22
- Right-of-Way Permit 22
- Small Cell Facilities and Wireless Support Structures Permit 23
- Public Improvements Plan 24

Inspections & Certificates 25
- Preconstruction Meeting 25
- Inspection Overview 25
- Certificate of Occupancy or Completion 26

Resources / FAQ 27
- Code Links 27
- FAQ 28

Toolkit Overview

Introduction

This guide is intended to help developers, design professionals, and contractors with the review process for non-residential (multi-family, commercial, industrial, office, etc.) projects. There are various levels of review and approval needed depending on the type of project. This guide is intended to help identify what approvals and permits a specific project may need. **Please help keep Powell safe by getting the appropriate approvals and permits for every project.** If you have a question on whether planning & zoning approval or a permit is needed, please contact staff at 614-885-5380.

Where do I file applications or permits?

All applications and permits are available through the City's online portal, OpenGov - powelloh.portal.opengov.com. This allows you to submit permits, pay fees, track review status, schedule inspections, and contact staff through your account.

If you've used OpenGov in another community then your same login will work for Powell. Enter your account info using our link to begin submitting permits.

If you're new to OpenGov, select the "Sign-up" button in the upper right corner of the public portal to register your account.

Incentives & Approvals: Depending on the proposed project, planning and zoning approval may be needed prior to filing for building permits. If you're seeking a development incentive, separate approvals will be required alongside your proposed project. Provided on the following page is a graphic timeline of the required steps for all development projects.

Application & Permit Fees

Fees for all applications and permits are adopted on an annual basis as part of the City's fee schedule. These fees are automatically assessed for your application or permit based on the project details provided when you apply. For the full list of fees, please refer to the appropriate department's page in the fee schedule. If you have questions on application or permit fees, please contact the City at 614-885-5380.

Development Flowchart

1

Attend a Pre-Application Meeting



- Encouraged whether you're looking to annex, build new, expand, or relocate.
- Prepare initial project details for discussion and feedback (i.e., description, locations, draft site plan / elevations, or similar items).
- Contact City staff at **614-885-5380** to schedule a meeting with departments based on your proposal.
- Use feedback from the meeting to help with future steps and submittals.

2

Discuss Incentive Options
(if applicable)



- Prepare overview of your proposed development with financial data / metrics.
- Schedule meeting with Economic Development.
- Discuss and identify potential incentives to support your development.
- **Any incentive approvals will happen alongside Step 3.**

3

Submit Development Applications for Approval



- Contact the Planning Department to determine required applications based on your project.
- Prepare development plans and drawings based on the City's application checklists.
- Submit required materials for review through OpenGov.
- **Applications may require public hearings depending on the proposal.**

5

Submit Construction Plans for Permitting



- Contact the Building Department to determine required permits.
- Prepare construction plans with all required information for review and approval.
- Submit required permits through OpenGov.
- City staff will work with you on necessary revisions to comply with city, state, and federal regulations.

4

Attend Public Hearings (if applicable)



- Prepare additional materials or presentation to share at the public hearing.
- City staff prepares report with a recommendation based on compliance with adopted policies.
- Planning and Zoning Commission and/or City Council reviews your proposal and makes a determination.

6

Complete Project Construction and Inspections



- Once approved, schedule a pre-construction meeting with the Building Department.
- Conduct work based on the plan approval and building permit.
- Schedule all required inspections through OpenGov once work is complete per the plan approval.
- Once all inspections are passed, City issues a Certificate of Occupancy or Completion.

Before you Submit

The City encourages all applicants to schedule a pre-application meeting to review the project. This is an informal discussion where staff can provide insight on the proposed project, potential incentives, required applications, and applicable permits. Most pre-application meetings will include a representative from the Planning, Engineering, and Economic Development departments. Please contact the City at 614-885-5380 to schedule a pre-application meeting.

When you're preparing a submittal, most drawings, documents, or materials may require assistance from an architect, engineer, or other design professional to verify compliance with applicable codes. Please review your application for completeness before submitting or contact staff if you have questions. This will reduce the time spent in the review process and ensure your submittal is completed in a timely manner. **Incomplete applications will not be accepted for review unless all required information is included.**



Incentive Options

The Economic Development Department can help identify incentive options based on the type of project. There are many different incentives available either through the City, Powell Development Corporation (PDC), or partner organizations in the region. There are a few key steps in the incentive process, for more information, please contact the Economic Development Department:

1. Pre-application meeting to discuss the project.
2. Applicant prepares a Pro Forma on the project and submits an Incentives Application.
3. Economic Development Department negotiates incentive recommendations with funding entities and the applicant to come to agreeable terms. Once all parties are in agreement, a Letter of Intent (LOI) is prepared and signed.
4. Draft agreements are prepared for review and approval by the funding entities. This may require public hearings by City Council, the PDC, or other organizations.
5. Once approved, agreements are signed by all parties and the applicant can move forward with the project.

What to Expect

The City's review process is designed to complete application reviews in a timely and predictable manner. This process is based on the completeness of the application, number of applications in the review queue, and response time of applicants and consultants on outstanding items. Staff is available as a resource to help you through the process and encourages applicants to reach out prior to submitting.

Development Applications

Development applications are approvals based on a proposed project that are required before filing permits. There are two types of approvals: public hearing (requiring review and approval by City Council, Planning and Zoning Commission, or the Board of Zoning Appeals) and administrative (requiring review and approval by City staff). **For public hearings, you must provide a mailing list of all property owners within 250 feet of the lot or lots included in the application.** Different applications may be required depending on your project, a full list of application types are provided in the next section.

Concurrent Application Review

Certain types of applications can be reviewed concurrently such as a conditional use and development plan. This can reduce the overall review time if an applicant is able to submit all the required information for each application type. If you have questions on applying for multiple applications, please contact the Planning Department at 614-885-5380.

Public Improvements Plan



Public Improvements Plans are required when a new subdivision or project includes public streets, parkland, and other public infrastructure. These are required before certain building permits can be issued to ensure public infrastructure is installed and inspected.

Permitting (Building, Fire, Engineering, & Zoning)

Permits are required for most buildings, structures, and site improvements depending on the type of project. Additional information on building, engineering, and zoning permits is included in this guide to help you identify which permits may be required.

This page is intentionally left blank.

Development Applications

Introduction

Development applications are one of the first steps and review processes for a potential project. **Not all projects require a development review or public hearing, some may be able to apply directly for permits to begin construction.** The zoning code, Part Eleven of Powell's Codified Ordinances (PCO), determines what applications may be required before a permit can be filed. Included in this section is a summary of the types of development applications, review and approval bodies, and required information to verify compliance with applicable codes. If you have questions on whether or not your project requires a development application, please contact staff at 614-885-5380.

Development applications include public hearing and administrative applications:

PUBLIC HEARING APPLICATIONS

Review and approval by an appointed board or commission

- Sketch Plan: Planning and Zoning Commission
- Preliminary Development Plan: Planning and Zoning Commission and City Council
- Development Plan - Major: Planning and Zoning Commission
- Certificate of Appropriateness: Planning and Zoning Commission
- Comprehensive Sign Plan: Planning and Zoning Commission
- Conditional Use Permit: Planning and Zoning Commission
- Major Subdivision: Planning and Zoning Commission and City Council
- Variance: Board of Zoning Appeals
- Zoning Amendment: Planning and Zoning Commission and City Council

ADMINISTRATIVE APPLICATIONS

Review and approval by staff

- Development Plan - Minor
- Minor Subdivision

APPEALS

Appeals to decisions depend on the type of application and the approving authority, see **Section 1114.19**. Appeals must be filed within 30 days of the application decision.

- City Council decisions may be appealed to the Delaware County Court of Common Pleas.
- Planning and Zoning Commission decisions may be appealed to City Council.
- Board of Zoning Appeals decisions may be appealed to the Delaware County Court of Common Pleas.
- Staff decisions may be appealed to the Board of Zoning Appeals.

Sketch Plan

The Sketch Plan is an optional review by the Planning and Zoning Commission for feedback on a future project. This can be filed at any point in the process to discuss direction, concerns, and considerations without formal action.

Plans / Drawings: Provide any applicable plans or drawings related to the project that you are seeking feedback on. This can include site plan, building elevations, landscape plan, sign plan, lighting plan, parking plan, and other similar information.

Statements: Provide the following statements related to your proposal

- Description of the proposed project including a list of specific items you are seeking feedback on from the Planning and Zoning Commission.
- Other statements on the proposed project that will help with the review.

Preliminary Development Plan

The Preliminary Development Plan is a required review by both the Planning and Zoning Commission and City Council for specific projects, see **Section 1114.06**. This is intended as a first step in the process to ensure the project aligns with community goals before final design. Plans submitted for review should be around 40-50% construction drawings.

Site Plan: Show the proposed project including property lines, adjacent property owners, required setbacks, existing and proposed streets or alleys, and other similar information.

Development Plan: Show initial context for existing and proposed building footprints, parking areas, sidewalks and bike paths, driveways, open spaces, land uses, square footage or unit counts, phasing (if applicable), and other similar information.

Civil Plans: Show initial context for existing and proposed utilities (water, sewer, gas, electric, etc.), drainage areas, easements, open spaces, and other similar information.

Landscape Plans: Show initial context for existing and proposed site features including topography, wooded areas, preservation areas, landscaping, and other similar information.

Building Elevations: Show initial context for existing and proposed building design including height, materials, architectural elements, and other similar information.

Statements: Provide the following statements related to your proposal

- Description of the proposed project including the types of uses, development phasing, general effect on surrounding properties, alignment with plans for the area, etc.
- Explanation of how the proposed project complies with the review criteria identified in **Section 1114.06.d.** of the Powell Codified Ordinances (PCO).
- Other statements on the proposed project that will help with the review.

Development Plan

The Development Plan is a required review by the Planning and Zoning Commission or the Zoning Administrator for most projects, see **Section 1114.05**. This is intended as a final step to ensure compliance with the zoning code before filing for building permits. Plans submitted for review should be around 70-80% construction drawings.

MAJOR

Development Plan - Major applications are reviewed and approved by the Planning and Zoning Commission.

Site Plan: Show the proposed project including property lines, adjacent property owners, required setbacks, existing and proposed streets or alleys, and other similar information.

Development Plan: Show existing and proposed building footprints, parking areas, sidewalks and bike paths, driveways, open spaces, land uses, square footage or unit counts, phasing (if applicable), and other similar information.

Civil Plans: Show existing and proposed utilities (water, sewer, gas, electric, etc.), drainage areas, easements, open spaces, and other similar information.

Landscape Plans: Show existing and proposed site features including topography, wooded areas, preservation areas, landscaping, and other similar information.

Building Elevations: Show existing and proposed building design including height, materials, architectural elements, and other similar information.

Statements: Provide the following statements related to your proposal

- Description of the proposed project including the types of uses, development phasing, general effect on surrounding properties, alignment with plans for the area, etc.
- Explanation of how the proposed project complies with the review criteria identified in **Section 1114.05.e** of the Powell Codified Ordinances (PCO).
- List of requested deviations from zoning code requirements and how they comply with the review criteria identified in **Section 1114.17** of the Powell Codified Ordinances (PCO).
- Other statements on the proposed project that will help with the review.

MINOR

Development Plan - Minor applications are reviewed and approved by city staff. These may require review by the Planning and Zoning Commission if determined by city staff once an application is submitted.

Plans / Drawings: Provide the required plans or drawings listed above for Development Plan - Major that relate to your proposed project.

Statements: Provide the required statements listed above for Development Plan - Major that relate to your proposed project.

Certificate of Appropriateness

The Certificate of Appropriateness is a required review by the Planning and Zoning Commission for reviewing exterior changes to contributing (historically significant) properties in the historic district, see **Section 1114.02**. This is intended to ensure that the design of historic buildings is preserved and that any exterior modifications comply with the Downtown Design Guidelines. This is also required for the demolition of contributing structures, see map below.

Site Plan: Show the proposed project including property lines, adjacent property owners, required setbacks, and other similar information.

Landscape Plans: Show existing and proposed site features including topography, wooded areas, preservation areas, landscaping, and other similar information.

Building Elevations: Show existing and proposed building design including height, materials, architectural elements, and other similar information.

Statements: Provide the following statements related to your project

- Description of how the proposed project adheres to the Downtown Design Guidelines.
- Explanation of how the proposed project complies with the review criteria identified in **Section 1114.02.d** of the Powell Codified Ordinances (PCO).
- Other statements on the proposed project that will help with the review.



Comprehensive Sign Plan

The Comprehensive Sign Plan is a required review by the Planning and Zoning Commission for holistic sign packages or to allow for deviations to sign standards, see **Section 1114.03**. This is intended to define sign standards for multi-tenant buildings, multi-building developments, and developments that may require unique sign standards.

Site Plan: If applicable, provide the location with setbacks of existing and proposed ground signs including monument, joint identification, directional, and other similar signage.

Building Elevations: If applicable, provide the location with measurements of existing and proposed building signs including wall, blade, awning, canopy, and other similar signage.

Sign Details: Show details for each existing and proposed sign including area, width and height, colors, and other similar information. Please identify where each sign will be located on the building and/or site.

Statements: Provide the following statements related to your proposal

- Explanation of the sign plan based on the review criteria identified in **Section 1114.03.d** of the Powell Codified Ordinances (PCO).
- List of requested deviations from zoning code requirements and how they comply with the review criteria identified in **Section 1114.17** of the Powell Codified Ordinances (PCO).
- Other statements on the requested sign plan that will help with the review.

Conditional Use Permit

The Conditional Use Permit is a required review by the Planning and Zoning Commission for specific land uses identified in **Chapter 1104 Uses and Use Standards**. This is intended to ensure that certain land uses complement surrounding development or neighborhoods and comply with any use specific regulations in the zoning code.

Site Plan: Show the current site and / or tenant space for the proposed use.

Statements: Provide the following statements related to your proposal

- Description of the proposed use and operation (including hours of operation, number of employees, area of the building or tenant space, parking demand, etc.).
- Explanation of how the proposed use adheres to any use specific standards.
- Explanation of how the proposed use complies with the review criteria identified in **Section 1114.04.d** of the Powell Codified Ordinances (PCO).
- Other statements on the proposed use that will help with the review.

Major or Minor Subdivision

The Major or Minor Subdivision is a required review by the Planning and Zoning Commission and City Council or the Zoning Administrator for the division of land. This is intended to ensure compliance with lot standards, open space, street design and construction, block configuration, and other similar sections of the zoning code.

MAJOR

Major Subdivision applications are reviewed by the Planning and Zoning Commission and approved by City Council, see **Section 1111**.

Subdivision Plat: Provide a plat, complying with Delaware County standards, including the proposed property configurations, public rights-of-way, public construction standards, private easements (shared-access, utility, drainage, etc.), and other similar information.

Statements: Provide the following statements related to your proposal

- Description of the subdivision request and reasoning.
- Explanation of how the proposed property or properties comply with the subdivision regulations and applicable zoning code requirements.
- List of requested deviations from zoning code requirements and how they comply with the review criteria identified in **Section 1114.17** of the Powell Codified Ordinances (PCO).
- Other statements on the proposed subdivision that will help with the review.

MINOR

Minor Subdivision (lot split or lot line adjustment) applications are reviewed and approved by city staff, see **Section 1110**. These may require review by the Planning and Zoning Commission if determined by city staff once an application is submitted.

Legal Description: Provide a legal description including the proposed property or properties and the remaining property after the requested subdivision.

Easements: If applicable, include any proposed easements for shared-access, parking, drainage, etc. due to the requested subdivision.

Statements: Provide the following statements related to your proposal

- Description of the subdivision request and reasoning.
- Explanation of how the proposed and existing property comply with the subdivision regulations and applicable zoning code requirements.
- List of requested deviations from zoning code requirements and how they comply with the review criteria identified in **Section 1114.17** of the Powell Codified Ordinances (PCO).
- Other statements on the proposed subdivision that will help with the review.

Variance

The Variance is a required review by the Board of Zoning Appeals to allow a use, structure, lot, or other improvement to defer from a zoning regulation, see **Section 1114.15**. This is intended to allow a use, structure, or lot to not comply with a zoning requirement based on the unique nature of the proposal.

Site Plan: Show the current site and/or tenant space associated with the variance request. If applicable, provide details on the setback, parking, or structure variance(s) including the code requirement and requested variance(s).

Landscape Plan: If applicable, provide details on the landscape, screening, or buffer variance(s) including the code requirement and requested variance(s).

Building Elevations: If applicable, provide details on the height, design, or architecture variance(s) including the code requirement and requested variance(s).

Statements: Provide the following statements related to your proposal

- Explanation of the requested variances based on the review criteria identified in **Section 1114.15.d** of the Powell Codified Ordinances (PCO).
- Other statements on the requested variance(s) that will help with the review.

Zoning Amendment

The Zoning Amendment is a required review by both the Planning and Zoning Commission and City Council to revise the official zoning map or a section of zoning text, see **Section 1114.16**. This is intended to rezone property for new development opportunities or to propose a change to the zoning regulations, Part Eleven of the Powell Codified Ordinances.

Site Plan: If applicable, show the current or proposed site plan along with adjacent property lines, property owners, streets or alleys, easements, and other similar information.

Legal Description: If applicable, provide a current legal description for the property to be rezoned.

Zoning Text Amendment: If applicable, provide the current code section text and proposed redline for the zoning text amendment.

Statements: Provide the following statements related to your proposal

- Description of the zoning text amendment or zoning map amendment request and reasoning for the proposed change.
- Explanation of how the zoning amendment complies with the review criteria identified in **Section 1114.16.d** of the Powell Codified Ordinances (PCO).
- Other statements on the proposed zoning amendment that will help with the review.

This page is intentionally left blank.

Construction Permitting

What requires a permit?

Most projects require the review and approval of permits. The chart below provides a few typical projects and if a permit is required before work can begin. Multiple departments may review your permit to ensure compliance with all applicable regulations. **All permits, regardless of the project, require inspections when the work is complete.**

Type of Work	Permit Required?	Permit Type
Addition	Yes	Commercial Building Permit
Certificate of Occupancy / Change of Use	Yes	Standalone Certificate of Occupancy
Construction Trailer	Yes	Temporary Use Permit
Deck	Yes	Commercial Building Permit
Demolition	Yes	Demolition Permit
Driveway (new & replace)	Yes	Driveway / Walkway Permit
Electrical Work Only	Yes	Electrical Permit
Excavation (grading, removal, etc.)	Yes	Site Development Permit
Fence (new & replace)	Yes	Fence Permit
Fire Alarm System (new & replace)	Yes	Fire Alarm Permit
Fire Suppression System (new & replace)	Yes	Fire Suppression Permit
Fuel Gas Work Only	Yes	Fuel Gas Line Permit
Generator	Yes	Electrical Permit
HVAC or Mechanical Work Only	Yes	Mechanical / HVAC Permit
Kitchen Hood Suppression System (new & replace)	Yes	Mechanical / HVAC Permit
Landscaping Work (new & replace)	Yes	Site Development Permit
New Building (including shell building)	Yes	Commercial Building Permit
Painting (interior or exterior)	No	*See Certificate of Appropriateness if painting exterior in Downtown Powell
Plumbing Work	Yes	See Delaware Public Health District
Porch or Exterior Stairs	Yes	Commercial Building Permit
Remodel Kitchen or Bath	Yes	Commercial Building Permit
Replace Flooring (carpet, tile, etc.)	No	-
Retaining Wall	Yes (over 4 ft. tall)	Commercial Building Permit
Roof Replacement	Yes	Commercial Building Permit
Shed / Storage Structure	Yes	Over 120 sq.ft. - Commercial Building Permit Under 120 sq.ft. - General Zoning Permit
Sidewalk / Walkway	Yes	Driveway / Walkway Permit
Solar Energy System	Yes	Commercial Building Permit
Swimming Pool	Yes	Commercial Building Permit
Tree Removal (large site clearing)	Yes	Site Development Permit

Work without a Permit

Failure to obtain a permit before beginning work on a non-residential project is considered a code violation. **The property owner is held responsible for this violation if a permit was not filed.** Any non-residential project applying for a building or zoning permit after work has begun will have their permit fees doubled. This is to ensure that work is safe and up-to-date with all city, state, and federal codes.

Contractor Registration

The City of Powell requires all general, subcontractor, electrical, mechanical, plumbing, fire protection, and other trade service contractors to register before filing for permits. **A registered contractor is required to file an application.** Registration expires on December 31st of each year and can be renewed on an annual basis. Once you are registered with the City, your information will be saved to make renewing easy. The following information is required when you register each year:

- Certificate of Liability Insurance (naming the City of Powell as a holder)
- Copy of Workers Compensation Certificate
- Copy of State License (as applicable)
- Registration Fee: $75.00

If you have any questions on contractor registration, please contact the Building Department at 614-885-5380.

Professional Services

Some of the drawings, documents, or materials may require assistance from an architect, engineer, or other design professional such as stamped or sealed drawings. Contractor's may provide these details as part of their work, however all information outlined is necessary to ensure your project is safe and compliant with all applicable codes. Staff can provide guidance on the information needed for a permit but cannot make recommendations on who you should hire.



Application Details

Depending on your project, you will need to file for at least one of the City's permit applications. A description of each permit is provided on the City's online portal, OpenGov. The application will walk you through all the information needed

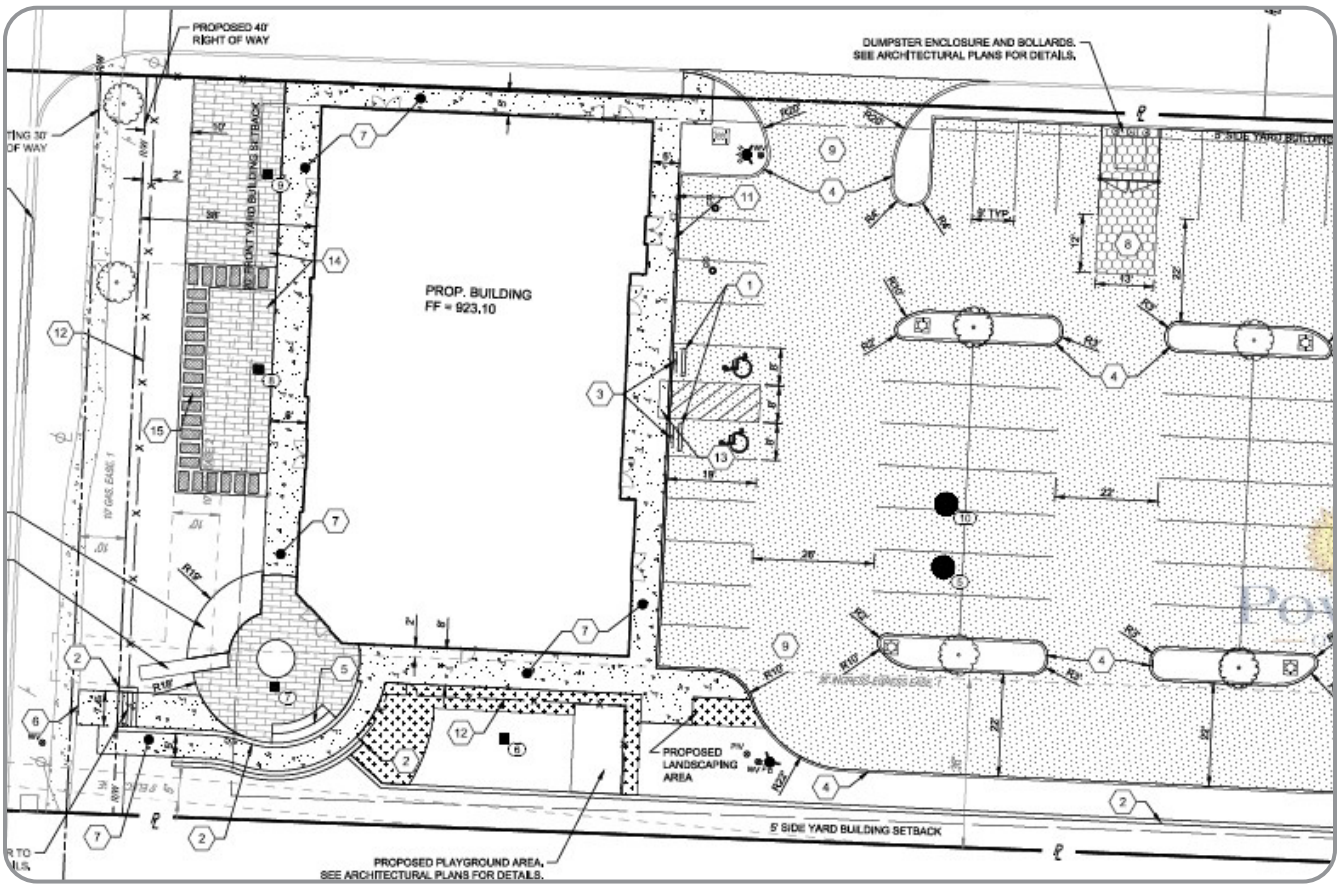
for staff to review your project including any necessary attachments such as construction drawings, site plan, etc. **The City no longer accepts paper applications.**

KEY NOTE: BLANKET PERMITS

The City of Powell uses blanket permits which includes all associated reviews and inspections. Separate trade permits are not required and instead would be included in the primary permit review. For example, a new natural gas generator would only need to apply for an Electrical Permit which will include the gas line review and inspection.

Site Plan

A site plan of your property is required for all applicable permit applications. You may create a new site plan for your project or find an existing site plan by contacting the City for a copy. The plan must show the property lines, all existing and proposed structures, the measurements of any proposed structures, and the distance to the property lines and existing structures from your proposed project. An example site plan is provided below.



Drawings and Documents

All supporting construction drawings and documents shall be legible and have all required details to describe the proposed project, location, materials, and intended use.

Permit Details

The list of permit details is intended to help outline the information needed for a permit application. This is not an exhaustive list and you may be asked for more information after you submit your application. Depending on your project, some information may not be required. If you have questions on required documents or details, please contact the Building Department at 614-885-5380.

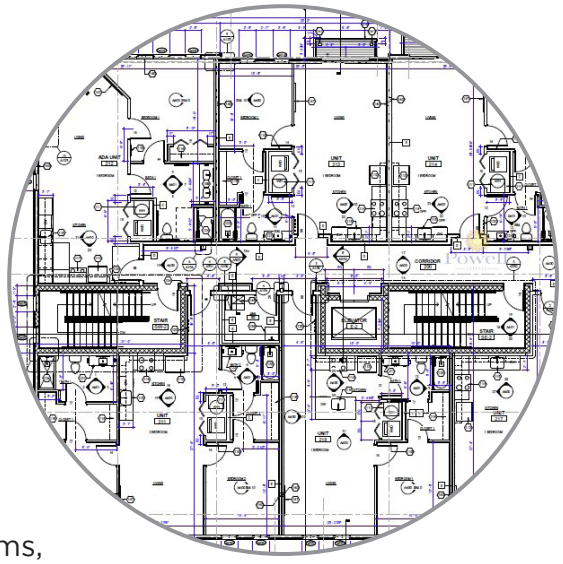
Commercial Building and Trade Permits

Please provide the following details depending on your proposed project.

Exterior Elevations: North, east, south, and west views of the home or structure. Show all existing and proposed details with measurements.

Footer / Foundation Plan: Show the size, depth, reinforcement methods, and measurements for all details.

Floor Plans: Show the following information based on your project



- Show new and demolished walls including measurements.
- Show window and door opening locations, sizes, and supporting details.
- Show stair details, locations, distances, and measurements.
- Show all header sizes, spans, and locations.
- Show all beam and floor joist sizes, spans, locations, and spacing.
- Show all specifications for engineered lumber, beams, headers, joists, trusses, etc.

Trade Work: Show the following information based on your project

- Show all details and locations for new or modified HVAC or mechanical equipment.
- Show all details and locations for new or modified plumbing fixtures or equipment. Submit to the Delaware Public Health District (DPHD).
- Show all details and locations for new or modified natural gas fixtures or equipment.
- Show all details and locations for new or modified electrical fixtures or equipment.
- Provide all manufacturer specifications for equipment included in the scope of work.

Cross-Sections: Show all foundation, wall, floor, stair, and roof components including measurements.

Fire Alarm Permit

Required for the installation of new or modification of existing fire alarm systems. All drawings are required to be sealed by a Professional Engineer (P.E.).

- Show existing or proposed floor plans indicating all wall, window, door, and egress locations.
- Show the area included and scope of work for the proposed project.
- Show wiring and power information, equipment and device layout, and the main and remote fire alarm panel locations.
- Provide all manufacturer specifications and wiring diagrams for devices and panels included in the scope of work.

Fire Suppression Permit

Required for the installation of new or modification of existing fire suppression systems. All drawings are required to be sealed by a Professional Engineer (P.E.).

- Show existing or proposed floor plans indicating all wall, window, door, and egress locations.
- Show the area included and scope of work for the proposed project.
- Show monitoring information, equipment and device layout, riser room location, and the main and remote fire alarm panel locations.
- Provide all manufacturer specifications for sprinkler heads and related devices included in the scope of work.

Site Development Permit

Required for any non-residential new building or addition and private residential developments.

- Show driveway, sidewalk, and shared-use paths including dimensions, materials, depth, and other similar information.
- Show all grading, drainage areas, tree removal, easements, and other similar information.
- Show all landscaping details including species, quantity, location, preservation strategies, protective fencing, and other similar information.
- Show all distances from existing or proposed structures and property lines.

KEY NOTE: FEMA FLOODPLAIN

Floodplains or flood hazard areas are designated, natural waterway areas identified by the Federal Emergency Management Association (FEMA). Any project proposed in a floodplain is required to comply with FEMA's development regulations. A separate floodplain permit is not required; however, you will need to provide all appropriate documentation when you file with the City.

It's encouraged to review FEMA flood maps, regulations, and the development permit prior to filing permits. Please visit FEMA's website for more information.

Driveway / Walkway Permit

Required for any new or replacement driveway / walkway.

- Show all existing and proposed hardscapes (driveway, sidewalk, etc.) with measurements.
- Show all distances from existing structures and property lines.
- Show all proposed material specifications including type, size, depth, and reinforcement methods.

Sign Permit

Required for all new or replacement building-mounted and freestanding signs. All drawings are required to be sealed by a Professional Engineer (P.E.).

- Show all existing and proposed sign locations. For freestanding signs, include distances from the property lines and adjacent structures.
- Show the height from grade for all building-mounted and freestanding signs.
- Show all sign details including overall size, height, width, depth, and mounting connection or details.
- Show any lighting details, electrical connections, fixtures, boxes, and power supplies.

Fence Permit

Required for any new or replacement fence installation.

- Show all existing and proposed fence locations including distances from existing structures and property lines.
- Show all fence details including height, material, fence type, and gates or openings.

Right-of-Way Permit

Required for any site (road, sidewalk, excavation, etc.) or utility (gas, water, sewer, electric, etc.) work performed in the public rights-of-way.

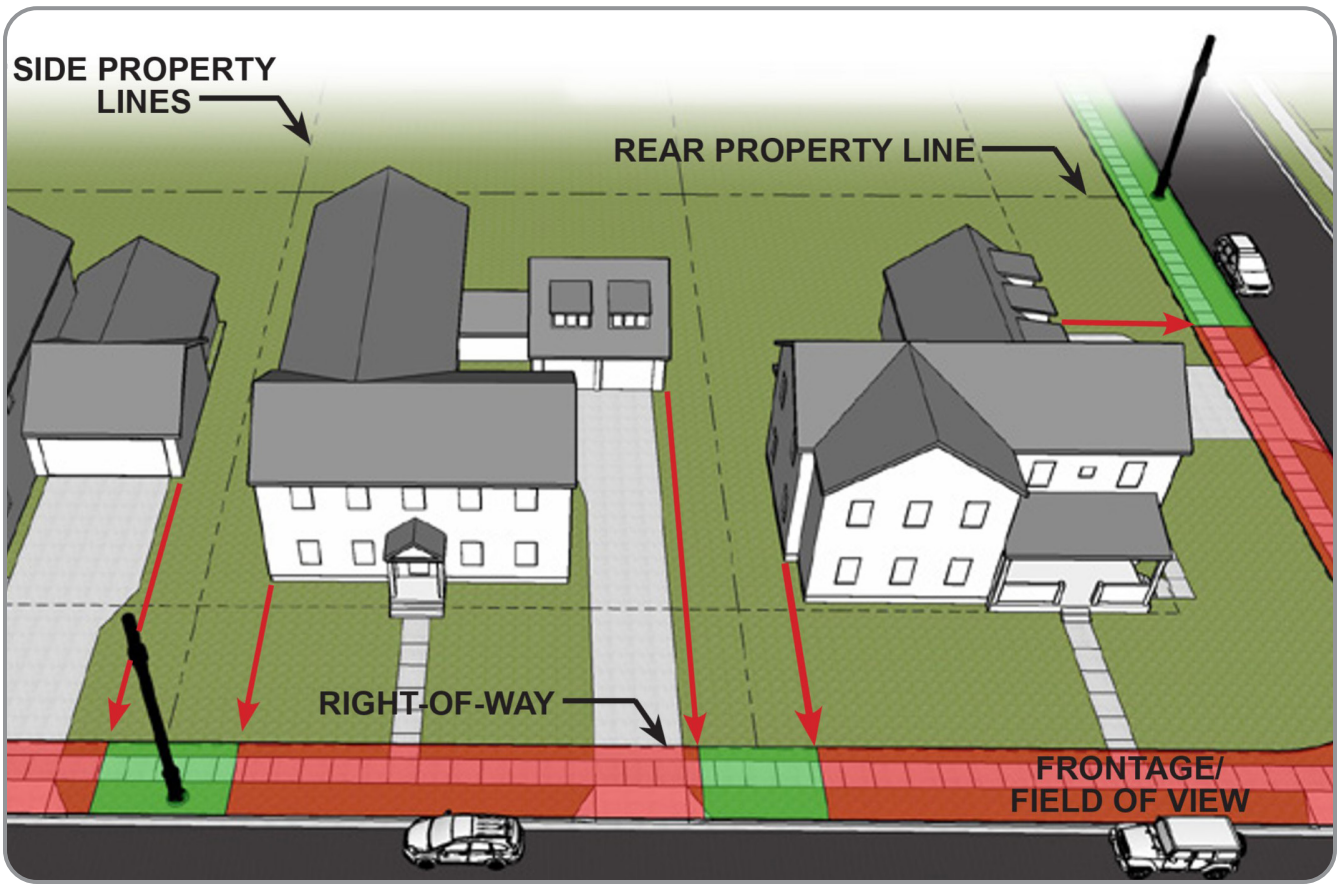


- Show the scope of work (i.e., repair, replacement, or new installation) details and anticipated start / completion dates.
- Show the impacted area and how the area will be returned to the original condition (i.e., fill, grass seed, etc.).
- Show how traffic will be maintained or redirected during working hours. This includes pedestrian and vehicular access for surrounding properties.

Small Cell Facilities and Wireless Support Structures Permit

Required for any new or modification to existing small cell facilities or wireless support structures within the right-of-way, see **Section 931**. The City has adopted design standards that provide additional information on the siting, construction, installation, collocation, modification, and removal of small cell facilities and wireless support structures.

- Show all existing and proposed facilities or structures included in the scope of work.
- Show an inventory of existing facilities or structures within the surrounding area.
- Show all construction details, manufacturer specification sheets, and landscape plans for proposed facilities or structures.
- Show remediation plans for the removal of existing facilities or structures, as applicable.



Public Improvements Plan

Required for the construction and installation of public infrastructure that will be accepted by the City including roadways, sidewalks, shared-use paths, open spaces, street trees, and other similar improvements, see **Section 1111.06**.

- Show roadway, sidewalk, and shared-use path cross sections including dimensions, materials, depth, and other similar information.
- Show all grading, drainage areas, easements, open spaces, and other similar information.
- Show all public landscaping details including species, quantity, location, preservation strategies, protective fencing, and other similar information.
- Show all distances from existing or proposed structures and property lines.
- Show all proposed material specifications including type, size, depth, and reinforcement methods.

ACCEPTANCE PROCESS

Public infrastructure is required to follow a specific procedure to ensure improvements are constructed to City standards before being accepted. The following outlines the key steps in the process, see **Chapter 1111** for more detailed information.

1. Receive Preliminary Development Plan, Major Development Plan, and Major Subdivision Plat approval, as applicable.
2. Receive approval for a Public Improvements Plan which should include:
    - All public infrastructure construction plans (complying with applicable codes),
    - Itemized estimate of public infrastructure costs,
    - Payment of a 10% nonrefundable inspection fee for the public infrastructure, and
    - Performance Guarantee, see **Section 1111.12**.
3. Construct all public infrastructure as approved in the Public Improvements Plan. **Individual building permits may be filed but will not be issued until all public infrastructure is constructed**.
4. Obtain Conditional Acceptance of public infrastructure from City Council. This includes an inspection of public infrastructure and identification of any unfinished or deficient work that must be addressed by the applicant.
5. Submit a Maintenance Guarantee to cover repair, damage, and other similar costs during the two-year maintenance period. Upon Final Acceptance, the maintenance bonds will be released by the City.
6. Obtain Final Acceptance of public infrastructure from City Council. This includes a final inspection to ensure all deficiencies and unfinished work identified during conditional acceptance have been addressed.

Inspections & Certificates

Preconstruction Meeting

Once all permits have been reviewed and plan approvals have been issued, schedule a preconstruction meeting through the Building Department. This meeting will outline expectations during the construction process, points of contact for questions or concerns, and phasing of work including inspections based on the plan approval.

Inspection Overview

All permits in the City of Powell require inspection to ensure the work is completed per the approved plans. Inspections may be required at the end or throughout the project depending on the scope of work. When you file a permit, you are responsible for requesting inspections when the work is complete. You may schedule inspections online through your OpenGov account or by phone at 614-802-1200. **Inspection requests received before noon online or by phone may be scheduled for the next day.** Please provide the following information if requesting an inspection by phone:

- Permit number
- Permit address
- Requested inspection(s)
- On-site contact's name and phone number

Inspectors will need access to the property or area for the inspection along with **approved construction documents** for reference. Please ensure the area to be inspected is accessible and all animals are put away. Documents may be provided in:

- A full-size printed copy.
- An electronic copy available on a tablet or laptop, large enough to view without panning around the document. **A smart-phone is not an acceptable electronic copy.**



Public Improvement Inspections

Inspections related to public improvements are included with the Public Improvements Plan process. This includes inspections at the Conditional Acceptance and Final Acceptance steps to ensure public infrastructure is constructed to City codes and standards. These inspections can be scheduled through your OpenGov account.

Site Development Inspections

Inspections related to private site improvements are included with the Site Development Permit process. This includes a final inspection to ensure all site related work has been completed per the approved plan set and constructed to City codes and standards. **The final site inspection is required before a full Certificate of Occupancy can be issued.**

Certificate of Occupancy or Completion

All building related projects have a certificate issued once construction and all inspections are complete. These are issued through OpenGov and are available through your portal once the permit application is complete. There are two types of certificates issued by the Building Department:

- **Certificate of Occupancy:** Issued for projects which created, increased, or modified a space that will be occupied by tenants, businesses, or the general public. A conditional certificate may be requested by the applicant to allow for occupancy while addressing any unfinished, deficient, or defective work. These may be granted by the Chief Building Official for a limited amount of time to comply with all applicable codes. Please contact the Building Department for questions on Certificates of Occupancy.
- **Certificate of Completion:** Issued for all other projects that did not impact or make modifications to an occupiable space. This includes alterations to wall or room layouts, accessory structures (deck, storage building, etc.), trade permits (electric, HVAC, fuel gas, etc.), and other similar projects. Please contact the Building Department for questions on Certificates of Completion.

Resources / FAQ

This guide serves as an overview to the development and permitting process. However, there may be additional questions or clarification regarding what is needed to file an application. City staff are available to assist with the process, please contact the main line at 614-885-5380 to get in touch with the right staff member.

The City also has resources available online. Provided below are helpful links to codes, standards, or guidelines that will inform what is needed when preparing your application.

Code Links

Building Codes: All current state codes are available on the City's website or directly through the links provided.

codes.iccsafe.org/codes/united-states/ohio



Engineering Code: All current city codes are available on the City's website or directly through the links provided.

library.municode.com/oh/powell/codes/code_of_ordinances?nodeId=PTNINESTUTPUSECO



Zoning Code: All current city codes are available on the City's website or directly through the links provided.

library.municode.com/oh/powell/codes/code_of_ordinances?nodeId=PTELEVENPLZOCO



KEY NOTE: INTERACTIVE MAP

The City maintains an interactive map that displays city, county, and other regional or state data. Information such as zoning districts, floodplain areas, property lines, subdivision boundaries, and approximate utility locations are all available for reference. **View the map to learn more about the City of Powell.**

FAQ

Do I need a permit if I'm replacing something like-for-like (i.e., fence or driveway)?

Yes, even if a project is replacing something with the same materials and location, it still requires a new permit.

How long does it take to review a building permit?

The Ohio Building Code (OBC) allows up to 30 calendar days to review and respond to a building permit. This may be expedited if all information is provided when the initial permit is filed. If more information is needed, the Building Department will outline what is required before a permit can be approved. It is typical for most non-residential projects to require at least two rounds of review before a permit can be issued.

When does my building permit expire?

A building permit expires if work (plan review, inspections, etc.) has stopped for 12 months. A property owner or authorized agent can extend the expiration one time for an additional 12-months if request is provided in writing at least 10 days before the permit expiration. A permit extension fee is required with the written request.

How long does it take to review an engineering permit?

Most permits can be reviewed and approved, if all information is provided, within 10-15 business days.

When does my engineering permit expire?

Most engineering permits expire 12 months from the date of issuance.

How long does it take to review a zoning permit?

Most permits can be reviewed and approved, if all information is provided, within 7-10 business days.

When does my zoning permit expire?

Most zoning permits expire 12 months from the date of issuance.