

City of Toledo – Division of Building Inspection
One Government Center, Suite 1600, Toledo, OH 43604

INFORMATION ON BUILDING DEPARTMENT REQUIREMENTS

PLEASE BE SURE YOU, OR YOUR CONTRACTOR, CHECK WITH THE BUILDING DEPARTMENT BEFORE STARTING ANY REPAIR OR CONSTRUCTION WORK. WE CAN BE REACHED AT (419) 245-1220.

1. **It is the homeowner’s responsibility, ultimately, to see that permits are obtained.** Either the contractor or the homeowner may purchase the permits from the Division of Building Inspection, One Government Center, Suite 1600. **If your work is being contracted, the contractor must obtain the permit(s)** – this can be made clear in your contract. Permits **must be posted** during the period of construction.

NOTE: If a permit is not obtained, a Stop-Work Order will be issued; cost of permit fees are tripled, plus a \$250 penalty fee and a court summons may be issued for non-compliance for repeat offenders.

Building permits are required for the following:

- to demolish, alter or make major repairs to any existing building structure, or any portion of that structure, or to build any new structure/addition. New roof coverings, window replacements, new siding (except small areas of replacement), decks, new steps (or rebuilding steps), fences (new or replacement) all require permits.
- to do any building (other than minor violation corrections), plumbing, electrical, heating or air conditioning work.

In general, permits are required for most construction activities except minor repairs, exterior/interior painting, and gutters and downspouts installations.

AGAIN, IF IN DOUBT, CONTACT THE BUILDING DEPARTMENT.

2. Contractors must be licensed/registered by The City. Since the term “contractor” includes “sub-contractors,” they cannot legally work under a “homeowner” permit unless they are doing work for which a permit is not required (i.e., floor tile work under the owner’s bathroom permit). Homeowners need not be licensed to obtain a permit to personally perform work upon their established residence, provided that it is a single-, two-, or three-family property. They may not, however, pull electrical, plumbing or HVAC permits unless it is a one family, owner occupied dwelling and they are performing the work.

Inspections are a part of the permit process. All work for which a permit is required must be inspected to ensure it meets code. Electrical, plumbing and heating work must be inspected prior to enclosure in walls, floors or ceilings. It is also a good idea to have the final inspection made before final payment to a contractor. As the homeowner, you can set up the appointment for inspection by calling the Building Department at (419) 936-2720. Please have your permit number ready when calling.

3. All construction debris must be removed from the premises and taken to an appropriate landfill. The City of Toledo Solid Waste Division will not pick up construction debris. This should be a part of your contract. If doing your own work, check the Yellow Pages under “Landfills” or “Rubbish and Garbage Removal,” and make appropriate arrangements for disposal of debris.