

FAQs About Plans and Permits

Q. How long does an issued permit stay active before it expires, and what happens if work stalls?

Chris Randles
SUMMIT COUNTY BUILDING STANDARDS

1 year from halting of construction, can be extended with a fee one time, after that needs to go through plan review again.

Chad Kobelt
CITY OF AKRON

Akron Approval and permits are good for 1 year from issue when work has not started. Written request to extend is allowed prior to the expiration date.

Q. Are there additional fees to resubmit plans after a review comes back with comments?

Chris Randles
SUMMIT COUNTY BUILDING STANDARDS

On the third submittal and everyone after new fees must be paid each time.

Chad Kobelt
CITY OF AKRON

Projects submitted to the City are charged a deposit. Plan review fees are subtracted from the deposit, and each review will cost more depending on what departments that need to re-review the plans

Q. What should a first-time applicant expect permits to cost, and how are those fees calculated?

Chris Randles
SUMMIT COUNTY BUILDING STANDARDS

Fees are generally calculated based on scope of work and square footage.

Chad Kobelt
CITY OF AKRON

The City fees are based on scope of work and determined by departments the permit is being issued for.

[Fee schedule can be found here.](#)

Q. Besides the code data you mentioned, what else makes a submittal complete on the first pass?

Chris Randles
SUMMIT COUNTY BUILDING STANDARDS

A code compliant set of plans showing scope, building data, accessibility info, COMCheck.

Chad Kobelt
CITY OF AKRON

Clear, clean, plans that explain the scope of work.

Q. Who prepares and submits the plans for approval: the owner, the architect, or the GC? Who should be the point of contact with your office?

Chris Randles
SUMMIT COUNTY BUILDING STANDARDS

The applicant can be any of the three, we will communicate with the applicant. The applicant should have a good understanding of the construction process.

Chad Kobelt
CITY OF AKRON

The contractor, designer, or property owner are allowed to submit projects.

Q. If an owner can't get a response from their GC, how can they check the status of their own plans and permits?

Chris Randles
SUMMIT COUNTY BUILDING STANDARDS

Permitsearch.summitoh.net or call 330-630-7280

Chad Kobelt
CITY OF AKRON

If the owner creates a user account to the City's portal, they are able to see the progress of any plan review they have been listed as a owner on.

Q. What does the sign permitting process look like, and which signs need a permit?

Chris Randles
SUMMIT COUNTY BUILDING STANDARDS

Process is same as for building construction, wall signs, ground signs need building permits. Ground signs over 6 feet tall must be signed and sealed by a designer.

Chad Kobelt
CITY OF AKRON

Anytime an exterior sign is changed a submission for Zoning approval needs to be made to the City. The sign documents (i.e. details of new sign) should be prepared by the contractor and can be submitted by the contractor or owner.

Contact Information

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