



ACCESSORY STRUCTURE PERMIT & ZONING CERTIFICATE APPLICATION

(includes sheds over 200 sq. ft.)

132 North Elmwood Avenue

Phone: 330-722-9023

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www.meditaoh.org

permits@medinaoh.org

Permit Number _____

Date of Application _____

GENERAL	Property Location _____ Lot # _____ PPN: _____ TCOV <input type="checkbox"/> Historic District <input type="checkbox"/> Estimated cost (omit cents) \$ _____ Scope of Work _____ _____				
CONTACT INFORMATION	Contractor/Applicant Contractor _____ Registration # _____ Address _____ City _____ State _____ Zip _____ Phone _____ Email _____ Property Owner Name _____ Address _____ City _____ State _____ Zip _____ Phone _____ Email _____				
PROJECT INFORMATION	Type of improvement: New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Type of Use: Single Family <input type="checkbox"/> Duplex <input type="checkbox"/> Multi-family <input type="checkbox"/> #Units _____ Commercial <input type="checkbox"/> Size _____ x _____ Height _____ <p>* If constructing, please include 2 sets of drawings / plans, and materials list.</p> <p>** If pre-fab: please include spec sheet, drawings, picture, or brochure of accessory building.</p>				
SIGNATURE & SUBMITTAL	<p><i>The owner or agent of the owner of this building and undersigned, do hereby covenant and agree to comply with all laws of the State of Ohio, Codified Ordinances of the City of Medina pertaining to the performance of work for which this permit is issued, and in accordance with the approved plans, specifications or manufacturer's instructions submitted herewith, and certify that the information and statements given on this application, drawings and specifications are to the best of their knowledge, true and correct. Undersigned accepts responsibility for requesting all required inspections in a timely manner.</i></p> Application By: _____ Date _____ <p style="text-align: center;"><i>Signature of owner, contractor, or authorized agent</i></p> Print name of Applicant: _____				
OFFICIAL USE	<div style="text-align: right;">Fee \$ _____</div> Signature _____ Date _____ <p style="text-align: center;"><i>Zoning Official</i></p> Signature _____ Date _____ <p style="text-align: center;"><i>Building Official</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">HVAC Permit # & Fee (if applicable)</td> <td style="width: 25%;">Elect Permit # & Fee (if applicable)</td> <td style="width: 25%;">Plumb Permit # & Fee (if applicable)</td> <td style="width: 25%;">Planning Application # (if applicable)</td> </tr> </table>	HVAC Permit # & Fee (if applicable)	Elect Permit # & Fee (if applicable)	Plumb Permit # & Fee (if applicable)	Planning Application # (if applicable)
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Submittal Requirements

All applications shall be accompanied by two (2) sets of drawings/plans, including accessory structure size and peak height, a site plan with setbacks marked, and a scope of work. If constructing, please include a list of materials being used. If a pre-fab structure, please include spec sheet, drawings, picture, or brochure of accessory structure.

The searchable Medina County Auditor's Website at <http://gm.medinaco.org/> is a good resource to create a site map.

Site map – please mark the location of shed and setbacks – the distance of the accessory structure from the house, sides and rear of your property





132 N. Elmwood Avenue, Medina, OH 44256
Telephone: 330-722-9030 Fax: 330-764-4385
www.medinaoh.org
permits@medinaoh.org

ACCESSORY BUILDINGS

GENERAL CODE REQUIREMENTS

Planning & Zoning Code:

Section 1113.05 (m) Accessory Buildings: An accessory building attached to the principal building, on a lot, shall be made structurally a part thereof, and shall comply in all respects with the requirements of the Zoning Ordinance applicable to the principal building.

Accessory buildings which are not a part of the main building may be built **no closer than 5 feet to the rear and side lot lines**. Detached accessory buildings must be located in the rear yard and **no closer than 10 feet to any other building**, unless approved by the Community Development Director. If the Community Development Director approves less than 10', Ohio Building Codes do not allow buildings closer than six feet unless the wall abutting such dwelling or other building has no windows or doors, and the interior of the private garage or other accessory structure is covered with a material, such as one-half inch Fire Code drywall, so as to give it a one-hour fire rating.

The maximum building height of detached accessory buildings is limited to 15 feet. "Building Height" is defined as: The vertical distance from the finished floor to mid-point between the eave and ridge. **Only three accessory buildings are permitted on one lot.**

The combined area of all detached accessory buildings on a lot shall not exceed 744 sq. ft., except as follows: The maximum combined area of all detached accessory buildings on a lot may be increased to a maximum of 1032 sq. ft. provided that the area shall not exceed 10 percent of the area of the rear yard of the lot.

If a detached accessory building is to be used as a private garage or carport, a hard-surfaced driveway must be installed as required by Sections 1145.05(c) and 1145.08(a).

Permit Required:

An **Accessory Structure Permit & Zoning Certificate Application** must be submitted along with two sets of plans for review.

- **For structures over 200 sq. ft.** - the Accessory Structure Permit fee for a residential submittal is calculated at a \$35 base (\$50 base for commercial), plus \$0.10 per square foot, along with a \$25 Zoning Certificate fee.
- **For structures 200 sq. ft. or smaller** - the Zoning Certificate fee for a residential submittal is \$25.00 (\$50 for commercial).

The **Accessory Structure Permit & Zoning Certificate Application** can be obtained from the City of Medina website at www.medinaoh.org, through the Building Department web page. The City of Medina Building Department can be reached at 330-722-9030 or by email at permits@medinaoh.org.