

ORDINANCE NO. 99-26

AN ORDINANCE TO AMEND THE CODIFIED ORDINANCES OF THE CITY OF MEDINA, OHIO BY AMENDING/REPLACING THE FOLLOWING SECTIONS OF PART 13 – BUILDING CODE - SECTION 1309.01 AND SECTIONS 1311.04 THROUGH 1311.045.

WHEREAS: The Community Development Department is currently in the process of implementing new permitting, contractor registration and code enforcement software; and

WHEREAS: The proposed changes are commensurate with comparable communities and will cover new hardware/software expenses, better align fees with actual costs and remove unnecessary/unused fees.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:

SEC. 1: That the amendments as set forth by the Community Development Department are hereby adopted, marked Exhibit A, attached hereto, and incorporated herein.

SEC. 2: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.

SEC. 3: That this Ordinance shall be in full force and effect at the earliest period allowed by law.

PASSED: June 8, 2026

SIGNED: John M. Coyne, III
President of Council

ATTEST: Kathy Patton
Clerk of Council

APPROVED: June 9, 2026

SIGNED: James A. Shields
Mayor

Effective date – July 8, 2026

CHAPTER 1309 Registration of Contractors and Certificates of Qualification

DELETE TEXT IN SECTION 1309.01:**1309.01 REGISTRATION AND CERTIFICATE OF QUALIFICATIONS:**

- (a) ~~General Provisions.~~ The Board of Building Code Appeals shall adopt rules and regulations for:
- (1) ~~The registration of all building contractors and all contractors of refrigeration, heating, piping, air conditioning, storm windows, siding and roofing;~~
 - (2) ~~The registration of all electrical contractors, master plumbers and journeyman plumbers, house movers, sewer tappers and vault cleaners;~~
 - (3) ~~Certificates of qualification for all welders and welding inspectors of structural steel field construction, concrete inspectors and steel inspectors on field construction;~~
 - (4) ~~The registration, or certification of qualification, of any other person or persons performing work or providing services under this Building Code, such as: painters, siding installers, tanners, roofers, installers of awnings, storm windows, plasterers, dry wallers, excavators, graders, landscapers, etc.~~
- (b) ~~Home Owner's Exception.~~ No provision of this Code or any regulation adopted by authority of this Code shall be interpreted to require that the owner of a single or one-family dwelling shall be registered or hold a certificate of qualification personally to perform work upon his premises. All such work shall be done by the owner with the assistance only of any member of his family or household and the work shall be done in conformity with the provisions of this Code and its rules or regulations. No work shall be done unless all permits, inspections and approval required by this Code are secured.
- (c) ~~Public Utility Organization's Exception.~~ No provision of this Code shall be interpreted to require registration, or certificates of qualification for officials or employees of public utility organizations to engage in the installation, alteration, repair, maintenance or utilization of any device, appliance, installation or appurtenance forming part of the equipment for generation, transmission or distribution of any commodity of service which the public utility organization is authorized by law to furnish or provide.
- (d) ~~Applications and Examinations.~~ Electrical contractors must hold a current State of Ohio Construction Industry Examining Board Certification as an electrical contractor and submit a copy of the same to the City when making application for registration. All applications for certificates of registration, and certificates of qualification shall be in the form prescribed by the Board of Building Code Appeals.
- (e) ~~Rules for Registration, General and Primary Subcontractors.~~ The Board of Building Code Appeals, by authority granted it under Section 1307.01 (d)(6) has adopted the following rules for registration and certificates of qualification for general, primary and subcontractors doing work within the City limits:
- (1) ~~Compliance with section.~~ No person, firm or corporation shall engage in the business or act in the capacity of a contractor, as herein defined, except pursuant to a certificate of qualification, issued in conformity with the provisions of this section by the Chief Building Official.
 - (2) ~~Definition.~~ "Contractor", for the purpose of this Code, means any individual, firm, copartnership, corporation, association or other organization, or combination thereof, who, by himself and/or employee, constructs, alters, repairs, adds to, subtracts from, reconstructs or remodels any building, structure or appurtenance thereto or performs work by grading, excavating, landscaping or landscaping maintenance.
 - (3) ~~Revocation and suspension.~~ A certificate of qualification may be revoked or suspended by the Chief Building Official for a prescribed period, up to permanently, whenever the Chief Building Official has determined that the holder thereof:
 - A. ~~Has not performed the duties required of him by this Code, by the rules or regulations of the Chief Building Official or by the Board of Building Code Appeals;~~

- ~~B. Has been lax, incompetent, negligent, or derelict in the prescribed performance, or in the performance of work, or furnishing of services authorized by the certificate; or~~
- ~~C. Has violated or participated in the violation of any provision of this Code. However, on request of the certificate holder, a public hearing shall be held by the Chief Building Official before the certificate is revoked and the appeal may be taken as provided in subsections (h) through (m), inclusive of Section 1307.01. The holder of a suspended certificate shall not do any work authorized by the certificate, except work necessary to correct a violation of this Code, specified in the notice of suspension, until notice of reinstatement has been given by the Chief Building Official, or the period of suspension has expired.~~

~~(f) Registration Fees; Renewal; Reinstatement:~~

~~Registration fee: \$ 100.00
Renewal fee by January 15: 75.00
Reinstatement: 100.00~~

~~Any person, firm, corporation or agent thereof who fails to register or fails to renew a registration prior to the performance of work shall be required to pay the registration fee of one hundred dollars (\$100.00) and as penalty therefor shall pay an additional sum double the amount required for registration fee:~~

~~(g) All contractors shall provide at the time of registration, proof of liability insurance with limits of not less than three hundred thousand dollars (\$300,000). The City shall be named as a certificate holder. No registration shall be issued without proof of insurance:~~

~~(h) If at any time the City is notified of a lapse in insurance coverage, the holder's certificate of registration shall be immediately canceled.~~

REPLACE WITH THE FOLLOWING TEXT IN 1309.01:

1309.01 REGISTRATION OF CONTRACTORS.

- (a) Registration Required. The following shall be required to register as contractors in the City and shall be subject to the regulations of this Code:
 - (1) All electrical, heating, ventilating, and air conditioning (HVAC), plumbing, hydronics, and refrigeration contractors.
 - (2) All fire suppression and fire alarm contractors.
 - (3) Any other person or persons performing building or construction related services, including, but not limited to, backflow, demolition/raising, drywalling, excavating, grading, piping, house moving, landscaping, masonry, painting, paving/concrete work, plastering, roofing, sprinkler installing, siding installing, sign installing, or windows installing.
 - (4) Any other person or persons meeting the definition of "Contractor", as herein defined, as determined by the Chief Building Official.
- (b) Home Owner's Exception. No provision of this Code or any regulation adopted by authority of this Code shall be interpreted to require that the owner of a single or one-family dwelling shall be registered personally to perform work upon his premises. All such work shall be done by the owner with the assistance only of any member of his family or household and the work shall be done in conformity with the provisions of this Code and its rules or regulations. No work shall be done unless all permits, inspections and approval required by this Code are secured.
- (c) Public Utility Organization's Exception. No provision of this Code shall be interpreted to require registration for officials or employees of public utility organizations to engage in the installation, alteration, repair, maintenance or utilization of any device, appliance, installation or appurtenance forming part of the equipment for generation, transmission or distribution of any commodity of service which the public utility organization is authorized by law to furnish or provide.

- (d) Required State License. The following contractors shall provide proof of a current license from the indicated state organization prior to contractor registration issuance.
- (1) All electrical, heating, ventilating, and air conditioning (HVAC), plumbing, hydronics, and refrigeration contractors must provide a current license from the Ohio Construction Industry Licensing Board.
 - (2) All fire suppression and fire alarm contractors must provide a current license from the Ohio Department of Commerce, Division of State Fire Marshal, Bureau of Licensing and Certification.
- (e) Rules for Registration, General and Primary Subcontractors.
- (1) Compliance with Section. No person, firm or corporation shall engage in the business or act in the capacity of a contractor, as herein defined, except pursuant to a contractor registration, issued in conformity with the provisions of this section by the Chief Building Official.
 - (2) Definition. "Contractor", for the purpose of this Code, means any individual, firm, copartnership, corporation, association or other organization, or combination thereof, who, by himself and/or employee, constructs, alters, repairs, adds to, subtracts from, reconstructs or remodels any building, structure or appurtenance thereto or performs work by grading, excavating, landscaping or landscaping maintenance.
 - (3) Revocation and Suspension.
 - A. A registration may be revoked or suspended by the Chief Building Official for a prescribed period, up to permanently, whenever the Chief Building Official has determined that the holder thereof:
 - i. Has not performed the duties required by this Code, by the rules or regulations of the Chief Building Official, or by the Board of Building Code Appeals;
 - ii. Has been lax, incompetent, negligent, or derelict in the prescribed performance, or in the performance of work, or furnishing of services authorized by the registration; or
 - iii. Has violated or participated in the violation of any provision of this Code.
 - B. The holder of a revoked or suspended registration shall not do any work authorized by the registration, except work necessary to correct a violation of this Code, specified in the notice of suspension, until notice of reinstatement has been given by the Chief Building Official, or the period of suspension has expired.
 - C. An appeal of the Chief Building Official's decision to revoke or suspend a registration may be submitted to the Board of Building Code Appeals as provided in subsections (h) through (m), inclusive of Section 1307.01.
- (f) Fees and Expiration.
- (1) The fee for the registration of a contractor shall be one hundred dollars (\$100.00). The registration shall expire one (1) year after the date of issuance.
 - (2) Any person, firm, corporation or agent thereof who fails to register as a contractor prior to the performance of work may be fined up to 100 percent (100%) of the regular fee in addition to the regular fee.
- (g) All contractors shall provide proof of liability insurance with limits of not less than three hundred thousand dollars (\$300,000.00) with the City named as a certificate holder. No contractor registration shall be issued without proof of liability insurance.
- (h) If at any time the City is notified of a lapse in insurance coverage, the holder's contractor registration shall be immediately canceled.

Chapter 1311 Building Permits

DELETE TEXT IN SECTION 1311.035:

~~1311.035 OBC ASSESSMENT FEE.~~

~~The following sections of Chapter 1311 shall be amended by the addition of a three percent (3%) assessment fee to be paid to the Board of Building Standards pursuant to Senate Bill 359 retroactive to July 5, 1993:~~

- ~~(a) Section 1311.04;~~
- ~~(b) Section 1311.041;~~
- ~~(c) Section 1311.042 - commercial and industrial electrical fee schedule.~~

REPLACE WITH THE FOLLOWING TEXT IN SECTION 1311.035:

1311.035 OHIO BOARD OF BUILDING STANDARDS ASSESSMENT.

The following fee assessments shall be submitted as required by the Board of Building Standards of the State of Ohio:

- (a) A one percent (1%) fee shall be added to all permit and plan examination fees for residential one, two, and three-family units required in Section 1311.04, Section 1311.041, Section 1311.042, and Section 1311.044.
- (b) A three percent (3%) fee shall be added to all permit and plan examination fees for public, commercial, industrial, and multi-family with four (4) or more units required in Section 1311.04, Section 1311.041, Section 1311.042, and Section 1311.044.

1311.04 BUILDING PERMIT FEES.**DELETE TEXT IN SECTION 1311.04:**

Residential one, two, and three-family, condominiums or apartment houses including basements and attached garage areas measuring the outside dimensions at each floor level:

New construction, additions, renovations or alterations	\$35.00 plus ten cents (10¢) per square foot of the aggregate floor area
New garage, carport, breezeway, attached deck, porch, covered patio or structure for each enlargement to an existing dwelling or accessory building:	\$35.00
Sheds up to 168 square feet	\$25.00
Mobile Homes:	
New or used replacement to be placed on an approved mobile home site	\$35.00 plus seven cents (7¢) per square foot of aggregate floor area
Swimming pools having a side wall height of thirty-six inches (36") or more:	
Above ground	\$25.00
In-ground	\$50.00
Public, commercial, industrial or multi-family buildings containing four (4) or more units, including basements, cellars and sub-cellar floors, measuring the outside dimensions of the building at each floor level:	
New construction, additions, renovations or alterations	\$50.00 plus fifteen cents (15¢) per square foot of the aggregate floor area for the first 100,000 square feet, plus ten cents (10¢) per square foot for the next 100,000 square feet, plus five cents (5¢) per square foot for each additional square foot over 200,000 square feet.
Moving permits required under Section 1315.01	\$25.00 plus ten cents (10¢) per square foot of the aggregate floor area
Razing permits:	
Residential	\$25.00
Commercial	\$50.00
Re-inspection fees	\$35.00
Plan examination fee	\$90.00 per hour or portion of an hour
Board of Building Standards assessment	3% added to the total cost of all commercial permits, including building, electrical, mechanical, fire alarm, fire suppression, and plan examination fees
Nonrefundable deposit for all multi-family, commercial and industrial buildings (if a building permit is issued, this deposit will be applied toward the total cost of the permit to cover any expenses incurred in plan examination.)	\$50.00

Any person, firm, corporation or the agent thereof who violates the requirements of permit issuance as a prerequisite to any erection, construction, alteration or repair of any structure within the corporate limits shall, upon detection, be required to purchase the necessary permit. As a penalty therefor, the violator shall pay an additional sum double the amount of the required permit fee, payable to the City Building Department.

Nothing in this chapter shall preclude the criminal prosecution for conduct which otherwise constitutes a misdemeanor under the provisions of the City's Building Code.

REPLACE WITH THE FOLLOWING TEXT IN SECTION 1311.04:

BUILDING PERMIT FEE SCHEDULE	
New construction, additions, renovations, or alterations:	
Residential one, two, and three-family units, including basements and attached garage areas	<ul style="list-style-type: none"> • \$50.00 plus \$0.13 per square foot of the aggregate floor area, per unit • For projects not involving square footage, \$50.00 per inspection
Public, commercial, industrial, and multi-family buildings containing four (4) or more units, including basements	<ul style="list-style-type: none"> • \$70.00 plus \$0.18 per square foot of the aggregate floor area • For projects not involving square footage, \$70.00 per inspection
Roof replacement and repair:	
Residential one, two, and three-family units	\$50
Public, commercial, industrial, and multi-family buildings containing four (4) or more units	<ul style="list-style-type: none"> • \$70.00 for pitched roofs • \$70.00 plus \$0.02 per square foot of aggregate roof area for flat roofs
Swimming pools having a side wall height of thirty six (36) inches or more:	
Above ground pool	\$35.00
In ground pool	\$35.00 plus \$0.13 per square foot of the aggregate pool area
Moving permits required under Section 1315.01	\$100.00
Demolition or razing of a building	\$50.00
Re-inspection	\$50.00
Plan examination	\$140 per hour or portion of an hour

1311.041 HEATING, VENTILATION, AIR CONDITIONING AND FIRE SUPPRESSION SYSTEMS PERMITS AND FEES.**DELETE TEXT IN SECTION 1311.041:**

Residential one, two, and three-family new, additions or renovations	\$35.00 plus ten cents (10¢) per square foot per dwelling unit
Commercial, industrial, and multi-family with four or more units new, additions or renovations	\$50.00 per HVAC unit plus fifteen cents (15¢) per square foot for conditioned area
Plans examination fee	\$90.00 per hour or portion of an hour
Replacement heating and/or air conditioning units:	
Residential	\$35.00 per unit
Commercial	\$50.00 per unit
Fire suppression systems	\$75.00 plus two cents (2¢) per square foot of protected area
Wood burning or solid fuel stoves and fireplaces	\$50.00
Re-inspection fees	\$35.00
Board of Building Standards assessment	3% added to the total cost of all commercial permits, including building, electrical, mechanical, fire alarm, fire suppression, and plan examination fees.

REPLACE WITH THE FOLLOWING TEXT IN SECTION 1311.041:

HEATING, VENTILATION, AIR CONDITIONING, AND FIRE SUPPRESSION SYSTEMS PERMITS FEE SCHEDULE	
New construction, additions, renovations, or alterations:	
Residential one, two, and three-family units	<ul style="list-style-type: none"> • \$50.00 plus \$0.13 per square foot of the aggregate floor area, per unit • For projects not involving square footage, \$50.00 per inspection
Public, commercial, industrial, and multi-family with four (4) or more units	<ul style="list-style-type: none"> • \$70.00 plus \$0.18 per square foot of the aggregate floor area • For projects not involving square footage, \$70.00 per inspection
Replacement heating and/or air conditioning units:	
Residential one, two, and three-family units	\$50.00 per heating and/or air conditioning unit
Public, commercial, industrial, and multi-family with four (4) or more units	\$70.00 per heating and/or air conditioning unit
Fire suppression and fire alarm systems	\$100.00 plus \$0.02 per square foot of the aggregate protected area
Miscellaneous HVAC	\$50.00
Re-inspection	\$50.00
Plans examination	\$140.00 per hour or portion of an hour

1311.042 ELECTRICAL FEES.**DELETE TEXT IN SECTION 1311.042:**

The fee for installation, alterations and remodeling of electrical wiring, rewiring, apparatus, equipment, including heating and air conditioning equipment, sanitary equipment, safety devices, controls, motors, generators, services, rectifiers, supports and accessories, including but not limited to motion picture machines, welding machines and all other electrical devices, apparatus and equipment of every type and description together with the appurtenances thereof shall be as follows:

ELECTRICAL FEE SCHEDULE

Residential - one, two and three-family	
New construction, additions, and renovations	\$35.00 plus ten cents (10¢) per square foot per unit
Detached garages and accessory buildings	\$35.00 plus five cents (5¢) per square foot
Temporary service	\$15.00
Replacement service entrance, water heater, range, dryer, dishwasher and air conditioner	\$20.00
Mobile homes, sales trailers	\$35.00 per unit
Service inspection for moved house	\$35.00 plus thirty cents (30¢) per outlet, switch or junction box
Swimming Pools:	
Above ground	\$25.00
In-ground	\$35.00
Re-inspection fees	\$35.00
Commercial, Industrial and Multi-family four units and up new construction, additions, and renovations	\$50.00 plus fifteen cents (15¢) per square foot per unit
Parking lots	\$50.00 plus \$3.00 per pole or stanchion
Signs	\$35.00 plus \$5.00 per circuit
Temporary lighting	\$25.00
Service change	\$35.00 per panel
Circuses, carnivals, tents	\$35.00
Inspection of motors, generators, welding machines, transformers, industrial furnaces and similar apparatus shall be computed as follows:	
Motors	
Up to 10 H.P.	\$5.00 each
11 H.P. to 20 H.P.	\$10.00 each
21 H.P. to 50 H.P.	\$15.00 each
Over 50 H.P.	\$20.00 each
Transformers	

1 to 10 kVA	\$5.00 each
10.5 to 25 kVA	\$10.00 each
25.5 to 50 kVA	\$15.00 each
Over 50 kVA	\$20.00 each
All other apparatus	\$20.00 each
Re-inspection fee	\$35.00
Miscellaneous electrical	\$35.00
Plans examination fee	\$90.00 per hour or portion of an hour
Board of Building Standards assessment	3% added to the total cost of all commercial permits, including building, electrical, mechanical, fire alarm, fire suppression, and plan examination fees

Permits required by these Codified Ordinances shall be applied for in writing and permits shall have been issued before work is begun. Any person, firm, or corporation found violating this section may be fined up to 100 percent (100%) of the regular permit fee in addition to the regular permit fee.

REPLACE WITH THE FOLLOWING TEXT IN SECTION 1311.042:

ELECTRICAL FEE SCHEDULE	
New construction, additions, renovations, or alterations:	
Residential one, two and three-family units	<ul style="list-style-type: none"> • \$50.00 plus \$0.13 per square foot of the aggregate floor area, per unit • For projects not involving square footage, \$50.00 per inspection
Public, commercial, industrial, and multi-family residential with four (4) or more units	<ul style="list-style-type: none"> • \$70.00 plus \$0.18 per square foot of the aggregate floor area • For projects not involving square footage, \$70.00 per inspection
Residential one, two, and three-family detached garages and accessory buildings	<ul style="list-style-type: none"> • \$50.00 plus \$0.13 per square foot of the aggregate floor area • For projects not involving square footage, \$50.00 per inspection
Mobile homes and sales trailers	\$50.00 per unit
Service inspection for moved house	\$50.00
Swimming pools	\$50.00
Parking lots	\$70.00 plus \$3.00 per pole or stanchion
Signs	\$50.00 plus \$5.00 per circuit
Temporary lighting	\$50.00
Service change	\$50.00 per panel
Tents	\$50.00
Miscellaneous electrical	\$50.00
Re-inspection	\$50.00
Plans examination	\$140.00 per hour or portion of an hour

1311.043 LOT GRADING/BUILDING ELEVATION REVIEW FEES; GRADING COMPLETION DEPOSIT.

DELETE TEXT IN SECTION 1311.043:

LOT GRADING/BUILDING ELEVATION REVIEW FEE SCHEDULE AND GRADING COMPLETION DEPOSIT	
Residential topographic review fees	\$150.00
Residential revisions	\$75.00 each
Commercial, industrial, multi-family site plan, grading plan review	\$75.00 per hour or portion of an hour
Re-inspection fee	\$35.00
Grading completion deposit	\$850.00

Grading deposit shall be paid prior to the issuance of a building permit and will be refunded after as-built drawings are approved. The City may, at its discretion, use these funds to complete grading they are unable to get the developer or contractor to do to the City's satisfaction.

REPLACE WITH THE FOLLOWING TEXT IN SECTION 1311.043:

LOT GRADING/BUILDING ELEVATION REVIEW FEE SCHEDULE AND GRADING COMPLETION DEPOSIT	
Residential topographic review fees	\$150.00
Residential revisions	\$75.00 each
Commercial, industrial, multi-family site plan, grading plan review	\$75.00 per hour or portion of an hour
Re-inspection fee	\$35.00
Grading completion deposit	\$850.00
Stormwater Pollution Prevention Plan (SWP3)	\$250.00

Grading deposit shall be paid prior to the issuance of a building permit and will be refunded after as-built drawings are approved. The City may, at its discretion, use these funds to complete grading they are unable to get the developer or contractor to do to the City's satisfaction.

**1311.044 PLUMBING PERMIT FEES.
DELETE TEXT IN SECTION 1311.044:**

PLUMBING FEE SCHEDULE	
Minimum Fee	\$50.00
Residential Base Fee (includes 10 fixtures)	\$150.00
Commercial Base Fee (includes 10 fixtures)	\$300.00
Residential - each additional fixture	\$5.00
Commercial - each additional fixture	\$10.00
Water Service or Re-Piping	\$50.00
Building Drain Line Repair	\$50.00
Water Heater Replacement	\$50.00
Re-Inspection Fee	\$50.00
Residential - one, two and three-family New construction, additional and renovations	plus ten cents (10¢) per square foot per unit
Commercial, Industrial and multi-family Four units and up New construction, additions and renovations	plus fifteen cents (15¢) per square foot per unit
Plans Examination Fee	\$90.00 per hour or portion of an hour

REPLACE WITH THE FOLLOWING TEXT IN SECTION 1311.044:

PLUMBING FEE SCHEDULE	
New construction, additions, and renovations or alterations:	
Residential one, two, and three-family units	<ul style="list-style-type: none"> • \$50.00 plus \$0.13 per square foot of the aggregate floor area, per unit • For projects not involving square footage, \$50.00 per inspection
Public, commercial, industrial, and multi-family with four (4) or more units	<ul style="list-style-type: none"> • \$70.00 plus \$0.18 per square foot of the aggregate floor area • For projects not involving square footage, \$70.00 per inspection
Water service or re-piping	\$50.00
Building drain line repair	\$50.00
Water heater replacement	\$50.00
Miscellaneous plumbing	\$50.00
Re-inspection	\$50.00
Plans examination	\$140.00 per hour or portion of an hour

NEW SECTION 1311.045:

1311.046 WORK INITIATED PRIOR TO A REQUIRED PERMIT.

Permits required by Chapter 1311 of these Codified Ordinances shall be applied for and issued before work is begun. Any person, firm, or corporation found violating this section may be fined up to 100 percent (100%) of the regular permit fee in addition to the regular permit fee.

Nothing in this chapter shall preclude the criminal prosecution for conduct which otherwise constitutes a misdemeanor under the provisions of the City's Building Code.