

Portage County Building Department
449 S. Meridian St.
Ravenna, Ohio 44266
330-297-3530 / 330-297-3896 fax
www.co.portage.oh.us/buildinginspections.htm

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Director
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INSPECTIONS / Policy – Procedure – Contact Information

Policy . . .

The Portage County Building Department, is certified by the State of Ohio Board of Building Standards, under the Department of Commerce, to conduct all Building, Electrical, Mechanical and related inspections for permits and plan approvals obtained through our office; as defined within Section 108.1 of the Ohio Building Code and section 109.1 of the Residential Code of Ohio and Sections 3781 and 3791 of the Ohio Revised Code.

Procedure – Scheduling of Required Inspections . . .

- **Duties** – It is the applicant’s duty to call for all required inspections – see contact information below. Failure to do so, may require that the area or work that was not inspected to be exposed, for inspection, before any further work can proceed.
- **Scheduling Inspections / Next Day Service** – The Portage County Building Dept generally can and will provide next day service for all inspections. Next day service means the next business day of regular operation, excluding weekends and holidays. In the event that we can not provide the inspection service on the date requested, our office will contact the applicant, advise the circumstances and re-schedule accordingly. Inspections can be called in up to 7:30 AM (as per the County phone system date and time stamp) on the morning of the required inspection and we will schedule for that day. Inspections can be called in to their respective inspection line, 24 hours per day / 7 days per week.
- **Special Notes on Daily Timing of Inspections** – Due to a reduced workforce we do not schedule inspections by specific or approximate time, nor do we schedule by the generality of AM or PM. It is the Inspectors responsibility to route their daily inspections, by the best economical methods possible (see note below).
- **Re-Inspections** – It will be the decision of the Inspector to require a re-inspection fee before the next inspection takes place based on re-occurrences of defined code violations.

Contact Information . . .

- Residential Building & Related Inspections **330-298-1113**
- Commercial Building & Related Inspections **330-297-3530**
- Electrical Inspections **330-298-4503**

- Building / Mechanical Inspector – **Dexter LeMon** **330-298-2107**
- Electrical Inspector – **Bob Roosa** **330-297-3533**

- Office Supervisor – **Carrie Quotson** **330-297-3541**

Notes:

Please feel free to contact the Inspector’s at their above office numbers, to discuss the technical aspects of any inspection that is to be performed, or as a result of an inspection that has been performed. You may also call the Inspector’s to obtain a general idea of where your inspection falls into that days routing only; no times will be provided.