



## **Board of Commissioners**

Anthony J. Badalamenti  
Sabrina Christian-Bennett  
Mike Tinlin

Portage County Building Department  
Floodplain Administration  
Joseph L. Bodnar - Director

### **Fire Damage Policy, Procedure, Applications and Permits for Residential and Commercial Structures**

**Policy . . .** Having your home or business damaged by a fire is a frightening and traumatic experience for any owner. It is therefore the goal of the Portage County Building Department to be an asset in this very difficult time and not to cause any undo delays in the forward progression of the rebuilding process; while maintaining the safety of the remaining structure as well as the surrounding community and following the applicable Building and related Codes of Ohio.

**Procedure, Applications and Permits . . .** It is the responsibility of the owner or their authorized agent (contractor) to make application with the Portage County Building Department for two (2) special inspection permits for fire damage.

- One will be for the building structure and its mechanical system.
- The other will be for the building electrical system.

**NOTE:** These applications must be accompanied by a copy of the corresponding Fire Department Fire Report.

Based on the issuance of these permits, the Building Inspector and the Electrical Safety Inspector can be scheduled to conduct these special inspections. Upon completion of their inspections, the Inspector's will submit their reports to the Building Department Director, and he will issue a formal letter to the owner and/or their contractor as applicable, describing the result of these inspections, as well as the required applications, construction drawings and permits that will be required to begin the rebuilding process. Once these applications are made, plans are approved and permits issued; the rebuilding process can begin.

**Reconnection of Electrical Service or Temporary Service . . .** These applications and permits must be submitted and obtained by a licensed and registered electrical contractor. However, until the above special inspections for fire damage have been completed, no permits will be issued; again, this is to protect the safety of the structure and the community.

July 2019

