



City Hall
P.O. Box 269
Wapakoneta, Ohio 45895-0269
Telephone (419) 738-3011
Fax (419) 738-4762

Rodney C. Metz
Mayor
(419) 738-6111
rmetz@wapakoneta.net

William H. Rains
Director of Public Service and Safety
(419) 738-6111
wrains@wapakoneta.net

Re: Job Ready Site at Wapakoneta, Ohio
West Central Ohio Industrial Center

To Whom It May Concern:

I am pleased to provide information regarding the process for commercial and industrial building permits in the City of Wapakoneta, Ohio. The Engineering Department strives to work proactively with our customers, early in the design stages and throughout the construction process, to uphold the integrity of Wapakoneta's regulatory requirements through prompt, consistent customer service. Our goal is to assist economic development in the City of Wapakoneta and make your project a success.

The process for a commercial/industrial project Development Permit begins by obtaining a written application from the City's Engineering Department at 102 Perry Street. Development Permits are required for any new construction, alteration to an existing building, use of vacant land, change of use of land, or change in use of an existing non-conforming use.

The first step is to submit the completed application along with construction drawings, survey (as may be required), and specifications of your project to the Engineering Department. These are typically the same items that would be submitted to the State of Ohio for a commercial building permit. All departments within the City will review your application. All questions and comments will be reviewed and answered at the Engineering Department. A copy of your State of Ohio building permit must also be submitted prior to issuance of a Development Permit, if applicable.

The Development Permit will be issued by the Engineering Department within fifteen (15) days after receiving your written application, plan submittals, and state building permit. A fee shall also be paid to the City of Wapakoneta Engineering Department. Zoning fees and utility tap fees vary based upon the value of the improvement and size of utility tap.

Mailing or dropping off plans for preliminary review in Wapakoneta is highly encouraged. Projects can be reviewed for local zoning codes and building code uses prior to the plans being submitted to the State of Ohio. This allows the customer to have questions answered and issues identified prior to submission of construction documents. Preliminary plans should include project address, zoning use type, site plan, setbacks, parking, utility hook ups, and structural dimensions. There is no fee for this local preliminary review service. The City of Wapakoneta also offers timely, efficient and paperless plan review over the internet. Plans are submitted by the customer via our secure web site and reviewed by an Engineering Department employee.

The State of Ohio's Department of Commerce, Division of Industrial Compliance reviews all commercial and industrial projects for the City of Wapakoneta and issues all commercial building permits. Questions and interpretations of the State Building Code are handled by Bureau of Building Code Compliance.

To aid in the understanding of the permitting process and help expedite your project, all City of Wapakoneta Codes and Ordinances can be reviewed at www.wapakoneta.net, click on Ordinances. Zoning districts and zoning regulations are listed in Chapter 1258 of the City Ordinances.

We look forward to working with you on your project.

Sincerely yours,

Mary Ruck
Zoning & Engineering Manager



701 Parlette Court