

# BUILDING PERMIT PROCESS – COMMERCIAL

## Background

Commercial building permits are needed to obtain authorization from the City to begin construction, demolition, alterations and repairs. Please see the list of Required Construction Permits in the following section for additional information on the types of activities requiring permits. This permit is issued once staff reviews development and construction plans.

### Where do you initiate the Building Permit process?

Building Department  
85 South Main Street  
Oberlin, OH 44074  
(440) 774-3428

For Commercial Permits, contact Chief Building Official/Oberlin Building Department

Hours: 8:00 a.m. – 5:00 p.m., Monday through Friday

Form and permit information is also available on the Building Department's page of the City's website:

[www.cityofoberlin.com](http://www.cityofoberlin.com)

### When might you use the Commercial Building Permit process?

If it is the intention to construct, alter, repair, replace, move, improve, install, convert, use, occupy or demolish a building, structure, or building service equipment, the following Building Permit process must be followed.

### What information will you need to provide to complete the Building Permit process?

Requirements for each permit vary accordingly; contact the Building Department to obtain a list of requirements or access the website for requirement information. An Application Form and five (5) sets of construction plans with a design professional's seal are required.

### What is the time frame for the Building Permit process?

The time varies by building type. Commercial building permits are reviewed within thirty calendar days.

