

Pandemic Childcare Center Permits

In response to Executive Order 2020-02D issued by Governor DeWine authorizing the Ohio Department of Job and Family Services (ODJFS) to license Temporary Pandemic Child Care Centers, the following policies have been put in place by the Summit County Department of Building Standards Chief Building Official to allow for the inspection and issuance of Occupancy Certificates as required by ODJFS:

1. A Request for Commercial Time Limited Occupancy [Application](#) must be completed and submitted to submittals@summitoh.net
 - . The number of children to be supervised and number of adult staff must be included on the application.
 2. Once the application is processed payment can be made via Credit Card (no Visa) online.
 3. Serious Hazard Inspections will be scheduled and completed by the following: Building Inspector, Electrical Inspector and Plumbing Inspector.
 4. In person inspections will only be conducted for unoccupied spaces only, existing facilities will need to provide for remote inspections.
 5. The spaces will be inspected for serious hazards and must have the following in place:
 - Operating Smoke Alarms
 - CO detector if gas appliances are in the building
 - Tamper resistant covers installed on all electrical outlets
 - Any existing fire suppression, fire alarm systems must be in working order
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- The applicant of the daycare must contact the local Fire Department for inspection.
 - Once all inspections have been conducted and approved, a Time Limited Certificate of Occupancy will be issued for a period of 90 days which can be provided to ODJFS for the facility license. If the child care center is to continue operation past 90 days, the application process must be initiated and follow up inspections conducted.

- For existing facilities, your existing Certificate of Occupancy may be submitted to ODJFS for approval. If you do not have a copy of your Certificate of Occupancy, application must be made as outlined in this policy. Inspections must be conducted remotely for existing facilities in order to prevent the spread of COVID-19.

Summit County Department of Building Standards will temporarily suspend public access at the 1030 E. Tallmadge Ave. location. The office will continue to accept permit requests and inspection requests through www.BSAonline.com, mail or email. If you currently have access to BSAonline.com as a registered contractor, continue using this option for applying for permits, scheduling inspections, and making payments. If you are applying for a permit, scheduling inspections or submitting plans, with no access to BS&A, please complete the proper forms located on our Building Standards website under forms. You may mail the completed forms into our office, or email documents to submittals@summitoh.net. Payments can be made through the Official Payments website, <https://www.officialpayments.com/>, as we will only be taking Credit Card payments at this time.

In an effort to help reduce the risk of spreading COVID-19 the Summit County Department of Building Standards is implementing a remote inspection policy. An attempt will be made to conduct inspections via Skype or Face-time for all occupied structures within areas of Summit County which are inspected by the Department of Building Standards. When requesting an inspection, please be prepared to have personnel onsite with video chat capability (smartphone) in order to conduct the inspection. Inspections for vacant structures, outdoor inspections such as postholes and new AC compressors will still be conducted by Summit County Department of Building Standards personnel. Again, this is an effort to help reduce the spread of the virus while continuing to provide services to the community. Processing applications for Certificate of Occupancy requests for existing structures will be temporarily suspended as well.

REQUESTS FOR REMOTE VIDEO INSPECTIONS (RVI):

- RVI can be requested by permit holder or by their designee.
- Not all types of inspections may be appropriate, the Department of Building Standards will determine on a case-by-case basis whether an RVI will be allowed.
 - Once scheduled, inspector will call and confirm a time to conduct the inspection.
 - At the scheduled time, call the inspector by using Face-time (preferred) or Skype. Once connected, you will be required to show the inspector the permit card or address of the structure. The inspector shall request the areas to be viewed. The contractor shall be equipped with sufficient lighting and equipment to verify measurements, etc.
 - Once the inspection is complete, the inspector will give a verbal confirmation of the results and confirm.
 - You may enter the results on the permit record if desired.

If you have additional questions, please call into our main line – 330-630-7280

If you are in need of assistance please call our customer service number, 330-630-7280, We will direct you to appropriate personnel.

- **Rules of Board of Building Standards can be accessed [HERE](#)**
- **Forms for Building Standards can be accessed [HERE](#)**
- **Please Go To bsaonline.com to Apply for:**
 - Permits
 - Schedule an Inspection
 - Public Records Search for Permits and Inspections
 - Payment

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