

James MacDonald | Mayor

p 419.897.7115 | mayor@maumee.org

QA

January 16, 2024

Members of Council
City of Maumee
Maumee, OH 43537

Dear Council Members:

I respectfully request your confirmation of the following appointments and re-appointments to the City of Maumee Committee Assignments for 2024-2026:

<u>COMMITTEE</u>	<u>CHAIRMAN</u>	<u>MEMBERS</u>
Finance & Economic Development	Puffenberger	Barrow, Harris
Parks & Recreation	Fiscus	Kurt, Harris
Personnel	Noonan	Leinbach, Barrow

Council's confirmation on the above appointments and re-appointments would be greatly appreciated. Thank you.

Sincerely,



James MacDonald
Mayor

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NOTICE TO LEGISLATIVE
AUTHORITY

OHIO DIVISION OF LIQUOR CONTROL
6606 TUSSING ROAD, P.O. BOX 4005
REYNOLDSBURG, OHIO 43068-9005
(614)644-2360 FAX(614)644-3166

TO

8771053		TRFO	TJS OF OHIO LLC	
PERMIT NUMBER		TYPE	1705 TOLLGATE DR	
06	01	2023		
ISSUE DATE				
12	22	2023		
FILING DATE				
D5A D6				
PERMIT CLASSES				
48	044	A	F30576	
TAX DISTRICT			RECEIPT NO.	

FROM 01/02/2024

8771054			TJS OF OHIO INC	
PERMIT NUMBER		TYPE	DBA SABAS BISTRO 1705	
06	01	2023		
ISSUE DATE				
12	22	2023		
FILING DATE				
D5A D6				
PERMIT CLASSES				
48	044			
TAX DISTRICT			RECEIPT NO.	



MAILED 01/02/2024

RESPONSES MUST BE POSTMARKED NO LATER THAN. 02/02/2024

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL
WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.
REFER TO THIS NUMBER IN ALL INQUIRIES **A TRFO 8771053**

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT
THE HEARING BE HELD IN OUR COUNTY SEAT. IN COLUMBUS.

WE DO NOT REQUEST A HEARING.
DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

(Signature)

(Title)- Clerk of County Commissioner

(Date)

Clerk of City Council

Township Fiscal Officer

CLERK OF MAUMEE CITY COUNCIL
400 CONANT ST
MAUMEE OHIO 43537-3366



**Department
of Commerce**

Rev 2/10/2021

Mike DeWine, Governor
Jon Husted, Lt. Governor

Division of Liquor Control
Sheryl Maxfield, Director

Dear Local Legislative Authority Official:

Please find enclosed the legislative notice that is being sent to you regarding the applied for liquor permit as captioned on the notice. You **must**, within 30 days from the "mailed" date listed on the notice under the bar code:

- Notify the Division whether you object and want a hearing; or
- Ask for your one-time only, 30-day extension.
 - Any requests for a one-time, 30-day extension will be reviewed by the Division upon timely receipt. If granted, your additional 30-days runs from the expiration of the original 30-day period.

To be considered **timely**, your above response **must** be faxed, emailed, or mailed to the Division no later than the postmark deadline date given on the form. To speed up processing times and reduce paper, the Division respectfully asks that you either fax or email your response. Please send your response to:

FAX: (614) 644 – 3166

EMAIL: LiquorLicensingMailUnit@com.state.oh.us

MAIL: Ohio Division of Liquor Control
Attn: Licensing Unit
6606 Tussing Road
PO Box 4005
Reynoldsburg, Ohio 43068-9005

Please note that the Division is no longer sending ownership information with this legislative notice. If you want to know who owns the applied for permit you can find that information in two ways:

- Go to https://www.comapps.ohio.gov/liqr/liqr_apps/PermitLookup/PermitHolderOwnership.aspx and enter the permit number listed on the legislative notice; or
- Contact your police department or your county sheriff if you are a township fiscal officer or county clerk. The Division sends the applicable law enforcement agency the pertinent ownership information when it notifies them of the permit application.

Thank you in advance for your cooperation,

Division Licensing Section

Licensing Section
6606 Tussing Road
Reynoldsburg, OH 43068-9009

Fax 614-728-1281
TTY/TDD 800-750-0750
com.ohio.gov



MEMO TO: Mayor and City Councilmembers
FROM: Patrick Burtch, City Administrator
DATE: January 16, 2024
SUBJECT: Renewal of Contract to support PIO in Marketing Communications

Recommendation:

Authorize the City Administrator to renew contract with Social Green Thumb for the calendar year of 2024 to support new Public Information Officer in marketing which includes social media management and content creation, website management, graphic design, video for public outreach, QR code campaigns, and ongoing consulting on strategy and implementation.

Note: The cost is estimated at \$3800/month.

Renewal of Existing Contract to Support new Public Information Officer in Marketing Communications

Social Media Management & Content Creation
Website Management (Posts, Maintenance & Edits) \$3,800/month
Graphic Design for Projects
Simple Video for Public Outreach
QR Code Campaigns
Ongoing Consulting on Strategy and Implementation

The above services include Hosting Cost (\$40 x2), Social Media Software (\$40), QR Code Platform (\$29), Email Newsletter Platform (\$100) and it represents a good faith estimate of approximately 8 hours per week of contracted labor to execute the strategy provided by the City. Additional hours as needed for special circumstances billed separately.

Month to month contract to continue the project beginning January 1, 2024 and until new working agreement has been agreed upon.

ACCEPTED BY: _____ DATE: _____

NAME & TITLE: Patrick Burtch, City Administrator

ACCEPTED BY: _____ DATE: _____

NAME & TITLE: Travis Lattimore, Owner – Social Green Thumb





MEMO TO: Mayor and City Councilmembers
FROM: Patrick Burtch, City Administrator
DATE: January 16, 2024
SUBJECT: Renewal of Services for Tourism & Economic Development

Recommendation:

Authorize the City Administrator to renew contract with the Maumee Chamber of Commerce for the calendar year of 2024 for services for Tourism and Economic Development Projects for the City of Maumee to include Economic Development promotion, Business Community Engagement, organizing community presentations and events, and ongoing consulting for development, events, and engagement.

Note: The cost is estimated at \$900/month.

Renewal of Services for Tourism & Economic Development Projects for the City of Maumee

Economic Development Promotion

Ribbon Cuttings

*\$900/month

Business Community Engagement

Organizing Community Presentations & Events (i.e. State of the City, Strong Towns, Launch Events, Candidate Forum)

Ongoing Consulting on Business Development, Events and Community Engagement

**This represents a good faith estimate of additional labor that is needed per week from the Chamber staff to execute the strategy provided by the City.*

Month to month contract to continue the project beginning January 1, 2024 and until new working agreement has been agreed upon.

ACCEPTED BY: _____ DATE: _____

NAME & TITLE: Patrick Burch, City Administrator

ACCEPTED BY: _____ DATE: _____

NAME & TITLE: Kristin Meyer, Executive Director Maumee Chamber



ORDINANCE NO. 001 - 2024

AN ORDINANCE AMENDING ORDINANCE NO. 059-2022 RELATIVE TO THE COMPENSATION OF CERTAIN EMPLOYEES OF THE CITY OF MAUMEE, REPEALING CERTAIN ORDINANCE, AND DECLARING AN EMERGENCY.

WHEREAS, it is necessary to amend Ordinance No. 059-2022 relating to the compensation of certain employees and officials within the City of Maumee;

WHEREAS, it is also necessary to grant the City Administrator the authority to establish the salary of these employees within the wage ranges set forth with the consent of the Mayor;

WHEREFORE, BE IT ORDAINED by the Council of the City of Maumee, Ohio, as follows:

SECTION 1. That this Ordinance applies to those officers, part-time and seasonal employees listed below.

SECTION 2. TRAVEL AND MILEAGE ALLOWANCE.

(a) Officers and employees covered by this ordinance, including elected officials, are allowed the mileage reimbursement sum equal to that approved by the Internal Revenue Service plus parking charges and tolls for travel on official business for the city in their privately-owned automobiles; provided, however, that such travel must be authorized by the heads of departments or, in the case of heads of departments or elected officials, by the Mayor.

(b) The City will pay up to \$30.00 per day for meals and the lodging for the employee only provided the employee has stayed overnight, that such stay has prior approval by the head of the department, and that receipts for such lodging and meals shall be submitted to the Director of Finance and attached to forms provided by such Director.

(c) Officers and employees covered by this ordinance shall certify to the Director of Finance the mileage and parking expenses incurred by each of them on official travel for the City in their privately-owned automobiles on forms provided by the Director of Finance.

SECTION 3. SALARY/COMPENSATION

(a) The following are the ranges of pay for the part-time, seasonal and officer positions covered by this ordinance effective **January 16, 2024**:

<u>Title</u>	<u>Pay Range</u>	<u>Pay Basis</u>
Rolf Park Pool		
Rolf Park Pool Manager	\$16.00 - \$22.00	Per hour
Rolf Park Pool Assistant Manager	\$14.00 - \$18.00	Per hour
Rolf Park Pool Lifeguard	\$12.00 - \$16.00	Per hour
Rolf Park Pool Admission / Concession Attendant	\$10.00 - \$14.00	Per hour
Rolf Park		
Rolf Park Manager	\$16.00 - \$22.00	Per hour
Rolf Park Assistant Manager	\$14.00 - \$18.00	Per hour
Rolf Park Maintenance	\$11.00 - \$16.00	Per hour
Recreation Program		
Community Band Director	\$188.00	Per month

<u>Title</u>	<u>Pay Range</u>	<u>Pay Basis</u>
Maumee Indoor Theater		
Assistant Supervisor of Theater Operations	\$20.00 - \$24.00	Per hour
Crew Leader	\$13.00 - \$17.00	Per hour
Admission/Concession Attendant	\$10.00 - \$14.00	Per hour

<u>Volunteer Fire / EMS</u>	<u>Pay Range</u>	<u>Pay Basis</u>
Fire Call / Drill / Clean-Up		
Firefighter Class I	\$11.75/hr.	2 hour minimum
Firefighter Class II After 3 years of service	\$18.58/hr.	2 hour minimum
Lieutenant	\$20.15/hr.	2 hour minimum
Captain	\$21.20/hr.	2 hour minimum

Ambulance and Emergency Service Personnel

Volunteer Ambulance Stand-by	\$ 6.50	Per hour
Volunteer Station Staffing	\$ 18.25	Per hour
Volunteer Ambulance Run – 1 hour minimum	\$ 20.15	Per hour

Permanent Part-Time

Firefighter/EMT	\$24.00	Per Hour
Firefighter/Paramedic	\$28.00	Per Hour

<u>Title</u>	<u>Pay Range</u>	<u>Pay Basis</u>
Miscellaneous		
Engineering Technician (Part Time)	\$12.00 - \$15.00	Per hour
Laborer (Temporary or Part Time)	\$10.00 - \$12.00	Per hour
Police Radio/Telephone Operator (Relief)	\$20.00 - \$25.00	Per hour
Police School Crossing Guard	\$10.00 - \$18.00	Per hour
Administrative Assistant	\$12.00 - \$22.00	Per hour
Project Inspector	as determined by the City Administrator	
Intern/Co-op	\$20.00 - \$26.00	Per hour

(b) The City Administrator shall have the authority to establish the salary within the ranges set forth above for the positions listed herein after consultation with the Mayor. The salaries of said officers shall be reviewed annually. Salary adjustments so established shall take effect in the first pay period of each year.

(c) The initial salary once established shall not be modified until the appointee has occupied the position for at least six months. Additional increases may be granted by the City Administrator after consultation with the Mayor, within the salary range on an annual basis or at least one year after prior increases.

SECTION 4. DURATION OF ORDINANCE AND AMENDING AND/OR REPEALING CONFLICTING ORDINANCES.

Ordinance No. 032-2022, as the same are currently written, be, and the same hereby are amended as set forth herein. Further, any ordinance, resolution, or part thereof pertaining to the subjects treated in this ordinance and which are inconsistent herewith be, and the same hereby are, repealed to the extent so inconsistent. This Ordinance supersedes, cancels, and repeals all previous methods of calculating compensation, verbal, written, or based on alleged past practices of the city, and constitutes the entire method for calculation of such employee compensation. The wage rates set forth herein are prospective in operation and shall not apply to hours worked prior to the effective date of this Ordinance. **Wages will take effect on January 16, 2024.**

SECTION 5. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Revised Code of Ohio.

SECTION 6. This Ordinance is hereby declared to be an emergency measure and shall take effect and be in force immediately from and after its passage. The reason for the emergency lies in the fact that this Ordinance is necessary for the immediate preservation of the public peace, health, and safety in that said modification of wages and the establishment of wage provisions are required immediately for the efficient administration of city affairs.

Motion to declare an emergency : Seconded:
Yeas Nays

Motion to Pass: Seconded:
Yeas Nays

Passed as an emergency measure: January 16, 2024

ATTEST:

Municipal Clerk.

Approved as to form:

Mayor.

Law Director.

ORDINANCE NO. 002 -2024

AN ORDINANCE AMENDING MAUMEE CHAPTER 1301 OF THE MAUMEE CODIFIED ORDINANCES, PERMITS AND CERTIFICATES AND DECLARING AN EMERGENCY

WHEREAS, The City of Maumee Code as to Building and other permits and certificates needs to be updated;

WHEREAS, the permitting process is important to help insure that proper permits are issued, and inspections conducted as construction, repair or replacement activities conducted without permits is a danger to the citizens of Maumee and the community at large;

Whereas Council has reviewed and approves the recommended changes to this code as set forth herein.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Maumee, Ohio, that:

SECTION 1. Codified Ordinance 1125.09 and Ordinance 029-2022 are hereby amended in part as follows:

CHAPTER 1301

Permits and Certificates; Penalty

- 1301.01 Certificate of occupancy required.**
- 1301.02 Buildings hereafter altered.**
- 1301.03 Contents of certificate.**
- 1301.04 Temporary occupancy.**
- 1301.05 Issuance and filing of certificate.**
- 1301.06 Existing buildings.**
- 1301.07 Change of occupancy.**
- 1301.08 Certificate for alterations or repairs to structures.**
- 1301.09 Permits-When Required**
- 1301.10 Permits: when not required**
- 1301.11 Forms for permits**
- 1301.12 Construction documents (drawings, plans, and specifications)**
- 1301.13 Amendments**
- 1301.14 Completion of existing buildings**
- 1301.15 Action on application**
- 1301.16 Approval in part**
- 1301.17 Permit to remove or demolish building or structure**
- 1301.18 Conditions of the permit**
- 1301.19 Signature on permit**
- 1301.20 Limitation/Expiration of Permit**
- 1301.21 Posting permit**
- 1301.22 Revocation**
- 1301.23 Violation of Zoning Code or subdivisions regulations**
- 1301.24 Permit for mechanical installations**
- 1301.99 Penalty.**

CROSS REFERENCES

- Chap. 1315. Ohio Building Code.
- Chap. 1317. National Electrical Code.
- Chap. 1319. Ohio Plumbing Code.
- Chap. 1321. City of Maumee Residential Code.
- Chap. 1323. BOCA National Property Maintenance Code.

1301.01 CERTIFICATE OF OCCUPANCY REQUIRED.

No building hereafter erected, **altered or which has a change of occupancy**, shall be occupied or used, in whole or in part, **by any person**, until a certificate of occupancy is issued by the Building

Official and posted on the premises, when required by the Building Official certifying that such building conforms to the provisions of this Building Code.

As set forth in this code, "Person" includes and is not limited to an individual, firm, company, property owner, lessor, lessee, tenant, renter, corporation, member or members of a limited liability company, agents, principal, business trust, trust, trustee, estate, administrator, executor, administrator, manager, partnership, partner, association, and any other entity.

1301.02 BUILDINGS HEREAFTER ALTERED.

No building hereafter enlarged or extended, or altered, wholly or in part, so as to change its classification or occupancy, and no building hereafter altered for which a certificate of occupancy has not been heretofore issued, shall be occupied or used, **by any person**, in whole or in part, until a certificate of occupancy is issued by the Building Official certifying that the work for which the permit was issued has been completed in accordance with the provisions of this Building Code; provided, that if the occupancy or use of such building was not discontinued during the work of alteration, the occupancy or the use of such building shall not continue for more than thirty days after the completion of the alteration, unless such certificate is issued.

1301.03 CONTENTS OF CERTIFICATE.

In addition to the certification as to compliance with the provisions of this Building Code, the certificate of occupancy shall state the purposes for which the building may be used in its several parts, the maximum permissible live-loads on the several floors, the number of individual persons that may be accommodated in the several stories, in case such number is limited by a provision of law or by the permit and all stipulations of the permit, if any.

1301.04 TEMPORARY OCCUPANCY.

Upon request of the holder of a permit or of the owner, the Building Official may issue a temporary certificate of occupancy for a part of a building provided that such temporary occupancy or use would not jeopardize life or property.

1301.05 ISSUANCE AND FILING OF CERTIFICATE.

A certificate of occupancy shall be issued within five days after written application therefor or if the building at the time of such application is entitled thereto. Copies of certificates of occupancy shall be furnished, on request, to persons having a proprietary interest in the building. **A written application for a certificate of occupancy may be applied for after new construction or alteration of a building is complete and after the completion of all required inspections.**

1301.06 EXISTING BUILDINGS.

Nothing in this Building Code shall require the removal, alteration, or abandonment of, nor prevent the continuance of the use and occupancy of a lawfully existing **occupied** building, **which possesses a valid certificate of occupancy**, except as may be necessary for the safety of life or property. Upon written request from the owner, the Building Official shall issue a certificate of occupancy for an existing building, certifying by inspection, the occupancy or use of such occupied building; provided, that at the time of issuing such certificate, there are no obligations of law or orders of the Building Official pending **and that the use conforms to the provisions of Maumee Code including zoning codes.**

1301.07 CHANGE OF OCCUPANCY.

(a) No change of occupancy or use shall be made in a building hereafter erected or altered that is not consistent with the last issued certificate of occupancy for such building, unless a permit is secured, **and the use conforms to the provisions of the Maumee Code, Ohio Building Codes including those as adopted by Maumee and Maumee zoning codes.** In case of an existing building, no change of occupancy that would bring it under a special provision of this Building Code shall be made, unless the Building Official finds, upon inspection, that such building conforms substantially to the **Maumee Codes and Ohio Building Codes including those as adopted by the City of Maumee and other provisions of Maumee and or Ohio law** with respect to the proposed new occupancy and use, and issues a certificate of occupancy therefor.

(b) The use of a building or premises shall not be deemed to have changed because of a temporary vacancy **of less than ninety (90) days** or change of ownership or tenancy, provided, however, that with respect to commercial or industrial establishments upon termination of the temporary vacancy or upon the change of ownership or tenancy, a certificate of occupancy permit shall be obtained.

Such certificate of occupancy shall be deemed a special inspection and the fee for the special inspection shall be as provided by ordinance of Council. The re-establishment in a building, after a change of occupancy has been made, of a prior use that would not have been permitted in a new building of the same type of construction is prohibited. The change from a specifically prohibited use to another specifically prohibited use shall not be made. **The nonconforming use provisions set forth in Chapter 1130 shall apply to all properties and shall not be altered pursuant to the provisions set forth herein.**

(c) In establishing these standards for change of occupancy, the City has determined that, clearly articulated building code regulations and design standards will effectively promote community safety and high quality structures that enhance the appearance, function, safety, and character of the community. All unoccupied buildings or structures not conforming with the provisions of the Maumee Codes and Ohio Codes and this chapter are hereby declared a nuisance. It is further declared that the regulations contained in this chapter are the minimum regulation necessary to abate the nuisance and to achieve the purposes of this chapter. The City Administrator is authorized to enter into development agreements with owners of unoccupied buildings or structures that may vary from the provisions of this code as deemed necessary for the remodeling or repair of said building or structure, considering the use being proposed for the building or structure and/or the length of time the building or structure has been unoccupied.

1301.08 CERTIFICATE FOR ALTERATIONS OR REPAIRS TO STRUCTURES.

Upon the completion of alterations or the repair of a structure, the Building Official shall, if so requested by the holder of the permit, issue a certificate to the effect that the structure has been altered and repaired in conformity with the provisions of Maumee and Ohio Building Codes or with orders issued by the Building Official and indicating the use or uses to which the structure may thereafter be put to what extent. **A written application for a certificate of occupancy may be applied for after new construction or alteration of a building is complete and after the completion of all required inspections.**

1301.09 PERMITS: WHEN REQUIRED.

No person shall commence or allow the commencement of any work requiring a permit, including but not limited to the work as set forth below without first filing with the Maumee Service Department an application in writing, paying fees for said permits and inspections as set forth administratively by the City of Maumee, and obtaining a formal building permit or permit of approval as provided for below and as provided for in the Maumee Code, the Ohio Building Code, National Electrical Code, Ohio Plumbing Code, City of Maumee Residential Code, BOCA National Property Maintenance Code, the Ohio Fire Code and/or the Residential Code of Ohio.

A Certificate of Zoning Compliance and /or a Certificate of Appropriateness shall also be required for all new construction of buildings and structures and/or new additions and/or improvements to existing buildings and structures regulated by the Maumee Code, the Ohio Building Code, National Electrical Code, Ohio Plumbing Code, City of Maumee Residential Code, BOCA National Property Maintenance Code, the Ohio Fire Code and/or the Residential Code of Ohio.

Permits shall also be required for: all accessory buildings, regardless of size; tents and membrane structures having an area in excess of 400 square feet (37 m²); all residential and commercial driveways; sidewalks; all in-ground and above-ground swimming pools, greater than 24" in depth; all fences, regardless of height; for construction, alteration, removal or demolition of a building or structure: for installation, alteration, removal, replacement, or repair of heating, air conditioning, refrigeration, plumbing, hydronics or electrical system or parts thereof; and the installation or alteration of parking lots; installation of domestic water service supply lines up to including new, replacement or repair of existing services.

All properties where such installation, replacement or repairs are made shall be inspected by the Service Department for compliance with applicable codes.

All heating, air conditioning, refrigeration, plumbing, hydronics and electrical work for which a separate permit is required shall be done by installers registered with Maumee and properly licensed to do such work by the State of Ohio.

Before any permit is issued, the permit applicant shall be required to pay or agree to pay the costs for any utility charges for relocations or placement of any utility structure for the project, including those charges assessed to the City of Maumee for electrical, gas, or other utility relocations. The permit applicant shall also agree to install all new utilities underground pursuant to the Maumee Code at the applicant's cost.

As set forth in this code, "Person" includes and is not limited to an individual, firm, company, property owner, lessor, lessee, tenant, renter, corporation, member or members of a limited liability company, agents, principal, business trust, trust, trustee, estate, administrator, executor, administrator, manager, partnership, partner, association, and any other entity.

1301.10 PERMITS: WHEN NOT REQUIRED.

No permit shall be required for minor repairs and maintenance as set forth herein. If in doubt a person should contact the Maumee Service Department before proceeding with work which may require a permit. Minor repairs shall not include the installation or cutting away of any wall, partition or portion thereof, the installation or removal or cutting of any structural beam or load bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements; replacement of windows; nor shall ordinary repairs include addition to, alteration of, replacement or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping; electric wiring or mechanical or other work affecting public health or general safety. Exemptions from obtaining a permit required by this Building Code shall not be construed as to authorize any work to be performed in violation of any applicable codes or any other provision in this Part Thirteen - Building Code.

No permit shall be required for maintenance and minor repairs of buildings or structures of all occupancies which do not affect structural stability, egress, or a change of use or occupancy. A certificate of appropriateness will be required for work in the Historic District even if a permit is not required. No permit shall be required for minor repair work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.

No permit shall be required for the repair of leaks in drains, water, soil, waste or vent pipes, the replacement of faucet assemblies or for work further defined as minor repairs. As applied to plumbing, minor repairs shall be defined as:

- (1) Repair of leaks in faucets, valves or working parts of a plumbing fixture.
- (2) The clearance of drain or waste stoppages
- (3) Any defect (leak or stoppage) necessitating removal and replacement with new material shall constitute new work and a permit shall be obtained and inspection made as required in this Building Code.
- (4) The removal and reinstallation of a water closet for cleanout openings or a new floor, or a kitchen sink for a new countertop provided the reinstallation does not require replacement or rearrangement of valves, pipes, or new fixtures.
- (5) Minor repair does not include the alteration, replacement, repair or relocation of any plumbing fixture, device, appliance, appurtenance, water supply, rain leader, soil, waste, vent or similar piping or any other plumbing work which the Chief Building Official determines to affect the public health.

No permit shall be required for the replacement of air filters and flue pipe in a warm air heating system or for work further defined as minor repairs. As applied to heating and air conditioning, minor repairs means the replacement of air filters, but does not include replacement of any mechanical controls, dampers, motors, fans, or permanent wiring.

1301.11. FORMS FOR PERMITS

(a) Application for permits shall be submitted in such form as prescribed by the State's Board of Building Standards and/or on such applications and/or forms developed by the Service Department and shall include an affidavit by the owner for work being performed by the owner of the premises.

(b) Such application shall be made by the owner or lessee or agent of either, or the architect, engineer or builder employed in connection with the proposed work.

(c) Such application shall be made by the person holding a certificate of qualification for trades, but such application need not be presented personally by the certificate holder so long as his signature is affixed thereto.

(d) Such application shall contain the full names and addresses of the applicant and of the owner, and if the owner is a corporate body, of its duly authorized officer.

(e) Such application shall briefly describe the proposed work and shall give such additional information as may be required by the Division of Building Inspection for an intelligent understanding of the proposed work.

(f) Such application shall describe briefly how and where waste material from the construction process will be disposed.

(g) The standard building permit application form shall require, in addition to such other information as may be necessary to initiate and process plan review, approval, and inspections in compliance with the State Board of Building Standards, information sufficient to determine that the property is, or is not, in an Historic or Overlay District of this Code. Such properties located in an Historic District or Overlay District shall require plan review. Properties within the Historic Districts shall require that a Certificate of Appropriateness be granted from the appropriate Historic District Commission to the property owner or owner's agent before the application for a building permit may be fully processed, approved, and issued.

1301.12. Construction documents (drawings, plans, and specifications).

(a) Before proceeding with the construction, enlargement, alteration, repair or removal of any building or other structure for which a permit is required, or the installation of any apparatus by trades required to be licensed, the owner or his agent, shall accompany the application for such permit with at least two complete sets of construction documents (construction drawings, plans, and specifications) in compliance with the provisions of the State Board of Building Standards and the Ohio Building Code Chapter One - Administration § 106. In addition to the construction documents, it shall be necessary to submit three copies of the site plan showing the proposed improvement and its location on the site.

(b) Plans shall be fully titled with the name of the owner or owners, location of the site, legal description of the property and the name of the designer.

(c) Construction documents submitted for review, permitted approval, and inspection, shall bear the seal of a registered design professional (architect or engineer) pursuant to Ohio Revised Code Sections 3791.04, 4703.12 and 4733.14. The seal of a registered design professional may be waived on construction documents for:

(1) One, two and three-family dwellings,

(2) Energy conservation designer for one, two, or three-family dwellings.

(3) Automatic sprinkler system designs submitted under the signature of an individual certified in accordance with the Ohio Administrative Code Section 4101:2-1-22(D).

(4) Installation of replacement devices, equipment systems that are equivalent in type and design to the replaced devices, equipment, or systems.

(5) Alterations or repairs to any buildings or structures where the Chief Building Official determines that the proposed work does not involve the analysis or design of work affecting public health or general safety in the following areas: means of egress, structural, mechanical, electrical, plumbing, or fire protection.

(d) Construction documents.

(1) Construction documents (drawings) shall be drawn to scale and shall be sufficiently clear, comprehensive in detail, and legible when submitted to the Division of Building Inspection so that together with any accompanying drawings or specifications a plan reviewer can determine whether or not the proposed building, addition, or alteration and all proposed building equipment will conform in safety and sanitation to all applicable provisions of this Code.

(2) If substantive changes to the building are contemplated after the initial construction document submission, or during construction, those changes must be submitted to the Division of Building Inspection for review and approval prior to those changes being

executed. The Chief Building Official may waive this requirement in the instance of an emergency repair, or similar instance.

(e) Construction documents for all buildings regulated by the Ohio Building Code shall include:

(1) Index of drawings which includes all occupancy classifications, types of construction, the area in gross square feet for each level, the maximum design occupant load (see chart in OBC Chapter 10), the structural design loads, and the seismic design category and site class.

(2) Site Plan (new construction, only; interior alterations do not require site plans) showing a north orientation arrow, the size and location of new construction and all existing structures on the site, all property and interior lot line locations with setback and side yard dimensions and distances from buildings to lot lines, the locations of the nearest streets, the established street grades, the locations, types and sizes of all utility lines, the location of any fences, and the elevations of all proposed finished grades; and drawn in accordance with an accurate boundary line survey.

(3) Flood Hazard Area Information. Include either the current FEMA Flood Hazard Boundary Map (FHBM), Flood Insurance Rate Map (FIRM) or a Flood Boundary Floodway Map (FBFM).

(4) Site Accessibility Plan (ADA requirements). Include the exterior accessible route between all facilities required to be connected; ramp locations and elevations along the exterior accessible route; number of and details for the required accessible van and car parking spaces and passenger loading areas; location and details of required accessibility signage; grade/topographic elevations before and after proposed grading when site impracticality is intended to be applied.

(5) Floor Plans. Configuration layout drawings with all walls and partitions shown including full or partial attics or basements, grade elevations at the building perimeter. Identify door swings, stairs and ramps, windows, shafts, all means of egress, plumbing fixtures, built-in fixtures, special equipment, and vertical transportation. Identify spaces by appropriate code names. Designate the number of occupants using each room or space on every floor.

(6) Demolition. Floor plans shall identify the structures to be demolished and the location and dimensions of existing structures to remain. Ask for a demolition permit application and procedure.

(7) Roof Plan. Include the roof outline, overall dimensions and dimensions of setbacks, slope of roof, drainage, reference to other details, roof materials, penetrations through roof, and roof-mounted equipment.

(8) Exterior Elevations. Vertical dimensions, floor-to-floor heights, opening heights, references to other details, floor lines, elevations of major elements, grade lines, foundation lines, material indications and notes, symbols for window schedule, gutters, signs and windows, doors, and all other openings.

(9) Building Sections. Vertical dimensions, elevations of the top of structural components and finish floor lines, materials, footings and foundations, reference to other details, ceilings lines, and major mechanical services.

(10) Exterior Building Envelope. Describe the exterior envelope in sufficient detail to determine compliance with the OBC and the referenced standards. Describe in detail, flashing, intersections with dissimilar materials, corners, end details, control joints, intersections at roof, eaves, or parapets, means of drainage, water-resistive membrane details around openings, location and type of vapor retarders, window and door U-values, and insulation location and R-values. The supporting documentation shall fully identify the exterior wall system, which was tested, where applicable, as well as the test procedure used.

(11) Wall Sections. Face of wall dimensions to other components, vertical dimension from foundations to parapet relating all elements to top of structural elements, all connection methods, wall, ceiling, floor, foundation, and roof materials and construction details.

(12) Interior elevations. Vertical dimensions to critical elements, references to other details, openings in walls, wall finishes, built-in items, and locations of switches, thermostats, and other wall-mounted equipment.

(13) Schedules. Information or tables that describe the room finishes, doors, windows, and door hardware and controls. Wall and floor materials shall be described by cross-hatching (with explanatory key), by notation, or by other clearly understandable method.

(14) Structure. Complete structural description of the building including size and locations of all structural elements and a table of live, wind, snow, and seismic loads used in the design of the building and other data as required to fully describe the structural system.

(15) Fire suppression system. Areas of protection, fire suppression system occupancy hazard classification, and water supply data.

(16) Fire-Resistance Ratings. The fire-resistance ratings of all structural elements as required by this code, data substantiating all required fire-resistance ratings including details showing how penetrations will be made for electrical mechanical, plumbing, and communication conduits, pipes, and systems, and the materials and methods for maintaining the required structural integrity, fire-resistance rating, and fire-stopping.

(17) System Descriptions (Mechanical and Electrical plans). Provide a complete description of the plumbing, mechanical and electrical systems, including materials, insulation R-values, general routing and sizes of all piping; location and type of plumbing fixtures and equipment; plumbing schematics and isometrics; materials, insulation R-values, general routing and sizes of all ductwork, vents, and louvers; location and type of heating, ventilation, air conditioning, and other mechanical equipment; location and type of all fire alarm, lighting and power equipment; type and size of all electrical conductors. A contractor licensed in the State of Ohio and registered in the City of Toledo must secure the permits for heating, air conditioning, pressure piping, plumbing, and electrical. The Licensed Contractor doing the work must apply for the sanitary and storm sewer permits.

(18) Operations. Information shall be provided regarding operations, the types, quantities, and arrangement of flammable, combustible, or hazardous materials proposed to be produced, used, dispensed, or stored in the facility; material safety data sheets for hazardous materials proposed to be produced, used, dispensed, or stored in the facility; material safety data sheets for hazardous materials produced, used, or stored in the facility, the commodity an arrangement of high piled or rack storage, control areas, etc.

(19) Fire Protection System Drawings. Construction documents shall be approved prior to the start of system installation. Related listing information shall be provided, and drawings shall contain all information as required by the installation standards referenced in OBC Chapter 9. The individuals installing the fire protection systems, who shall be certified by the state fire marshal pursuant to section 3737.65 of the Revised Code, shall be identified on the drawings. In the event that the listing information is not known, or the certified installer is not known at the time of plan examination, conditional plan approval shall be granted subject to subsequent submission of the listing information and the name of the certified installer prior to installation of any part of the fire protection systems.

(20) Site plans for all new development, significant redevelopment, construction sites, and all industrial facilities shall include such provisions as necessary to control pollutants from storm water runoff. Failure to provide and/or maintain such storm water runoff controls shall be cause for enforcement action.

(f) Construction Documents for structures regulated by the Residential Code of Ohio. Construction documents for one-, two-, and three-family dwelling units shall be submitted in two sets with each application and shall include the following information as prescribed by the Residential Code of Ohio, Chapter One - Administration, § 106.

- (1) Index of drawings located on the first sheet;
- (2) Site plan, including any flood hazard area information;
- (3) Foundation plan; floor plans; exterior wall and roof envelope details;
- (4) Cross sections and structural descriptions;
- (5) The fire-resistance ratings of all structural elements and mechanical penetrations, and
- (6) System descriptions of mechanical, plumbing, and electrical systems.

1301.13. Amendments.

Nothing in this Part Thirteen- Building Code shall prohibit the filing of amendments to an application or to a plan or other record accompanying same, at any time before the completion of the work for which the permit was sought. Such amendments, after approval, shall be filed with and be deemed a part of the original application.

1301.14 Completion of existing buildings.

Nothing in this Part Thirteen, Building Code shall require changes in the plans, construction, or designated use of a building for which a lawful permit has been previously issued or which has been otherwise lawfully authorized, and the construction of which has actually begun within ninety days after this Part Thirteen Building Code becomes effective and which entire building shall be completed, as authorized, within two years thereafter.

1301.15. Action on application.

(a) The Service Department will process, examine, and review applications for permitted approval in the manner prescribed. If after proper plan review, it is determined the proposed project is in compliance with the building codes of the State of Ohio and this Part Thirteen - Building Code, and no objections to the application for permitted approval exist, the Chief Building Official shall approve the application and construction documents and issue a permit of approval. If the plan review of the construction documents reveals otherwise, the Chief Building Official shall reject such application, noting his findings in a letter of adjudication, as prescribed by the Board of Building Standards, noting his finding in a report to be attached to the application and delivering a copy to the applicant.

(b) No permit for the remodeling or new construction of buildings to be used or occupied by businesses which are required to be licensed under the provisions of the regulations of the Department of Health governing food establishments, shall be issued except upon written approval from the Director of Health.

(c) It shall be the responsibility of the person, firm or corporation who signs for and secures any permit required by this chapter to provide or have available at all times during the entire term of the active permit adequate and competent supervision of the work being performed under the permit.

1301.16. Approval in part.

(a) Nothing in this chapter shall be construed to prevent the Chief Building Official from issuing a permit for the construction of part of a building or structure before the construction documents of such building or structure have been submitted and approved if adequate information and detailed specifications have been presented for the same and have been found to comply with this Part Thirteen - Building Code.

(b) Nothing in this chapter shall prevent the Chief Building Official from granting an early start authorization.

1301.17. Permit to remove or demolish building or structure.

(a) No permit to remove a building or structure shall be granted until notice of application thereof has been given to the owners of lots adjoining the lot from which such building or structure is to be removed and the owners of wires or other impediments the temporary removal of which will be necessary; nor until a certificate from the Lucas County Department of Health or commercial exterminator is first obtained stating that the building or structure either has no rats, pigeons or vermin or that they have been exterminated by a commercial exterminator; nor until an asbestos report has been generated and all asbestos has been removed or abated in compliance with EPA, State and Federal law and requirements including all plans and other EPA, State and Federal requirements; nor until a certificate of liability insurance is first filed with the Chief Building Official under the following conditions:

(1) Demolition is being performed by contract with the City.

(2) Demolition is being performed by contract with the property owner.

(b) The certificate of insurance required herein shall provide for bodily injury in the sum of five hundred thousand dollars (\$500,000) to seven hundred fifty thousand dollars (\$750,000) and property damage in the sum not less than five hundred thousand dollars (\$500,000) or such greater amount as may be required by the Service Department depending

on the nature of the demolition. Liability insurance may be waived under the following conditions:

(1) Demolition is being done by the owner as the prime contractor provided, however, such owner must hold title to the land and buildings thereon.

(2) Demolition is being done by a governmental agency of the State.

(c) Plan requirements for a demolition permit: Submit construction plans and documents (plans are not necessarily required to be sealed by an Ohio registered design professionals), at a minimum, shall include the following:

1. Site details: Construction documents shall show the location of the building to be demolished, location of adjacent buildings and their means of egress, details of pedestrian protection/barriers, as well as dimensions to the interior property lines and/or streets. Fire department access shall be maintained as per the local fire official.

2. Building details: The plans shall indicate the extent of the removal of the building footing/foundations, specifications on back-fill materials, ground elevations/topography after completion, means of preventing water accumulation, adjacent property protection, utility capping/disconnection information, etc.

3. Building Service/Fire Protection details: The plans shall indicate locations of portable fire extinguishers, maintaining required means of egress in the building during demolition.

(d) Other Agencies and Code Requirements for demolition permits: Building demolition shall comply with provisions for pedestrian protection, adjoining property protection, vacant lot conditions, water accumulation, and utility disconnections in accordance with Ohio building Code Section 3303. The Ohio EPA Division of Air Pollution must be notified even if no asbestos or other hazardous materials are present. Notification forms can be obtained at www.epa.ohio.gov. The Ohio Department of Health must be notified if more than 50 lineal feet of 50 square feet of asbestos is present. Notification of abatement forms can be obtained at www.odh.ohio.gov. Always contact the local Fire Department prior to demolition.

(e) No permit to remove a building or structure located within the boundary of a designated historic district shall be issued, or if issued, shall be valid, unless accompanied by the prior written approval of the appropriate historic district commission as evidenced by a Certificate of Appropriateness.

(f) Owner responsibility. Don't assume that because you hire contractors or issue grants for the work, that you are not responsible for compliance with federal environmental regulations. The property owner will be held responsible for the failure of a contractor or grantee to comply with EPA, Federal, State, and local regulations.

(g) Fees for permit. The fee for a demolition permit shall be as determined by the service department or City Administrator and the permit holder may be assessed any additional costs after the permit is issued for expenses incurred by the City for inspections, fire services or any other related costs that exceed the permit fee.

1301.18. Conditions of the permit.

(a) All work, including demolitions performed under a permit issued by the City of Maumee and/or the Chief Building Official, or work performed pursuant to a development agreement shall conform to the development agreement or the approved construction documents, site plans and approved amendments.

(b) The location of all new construction as shown on the approved site plan or an approved amendment to the site plan, shall be strictly adhered to.

(c) No person shall reduce or diminish the area of a lot or plot of which a site plan has been filed and has been used for the basis for a permit, unless a revised site plan showing the proposed change and conditions has been filed and approved; provided that this shall not apply when the lot is reduced by reason of a street opening or widening or other public improvement.

1301.19. Signature on permit.

Every permit issued by the Chief Building Official under the provisions of this Building Code shall have the signature of the Chief Building Official affixed to the permit; but this shall not prevent him from authorizing a subordinate to affix such signature.

1301.20. Limitation/Expiration of Permit.

(a) Any permit issued shall become invalid unless the work authorized by it has been completed within twelve (12) months after its issuance or if the work authorized by such permit is suspended or abandoned, without substantial progress, for a period of ninety days after the time the work is commenced, whichever period of time is shorter. Before such work can be recommenced, a new permit shall be first obtained, and the fee therefor shall be the same as that required for a new permit. However, nothing in this subsection shall prohibit the Chief Building Official from extending such permit for a ninety (90) day period upon the showing of good cause by the permit holder and payment of any applicable fees.

(b) A permit issued for the alteration, repair or rehabilitation of any structure which is already under any type of order or notice issued by the Division of Building Inspection or the Department of Health directing the owner or person responsible to correct existing deficiencies or other conditions shall expire by limitation and become null and void if the work authorized by such permit is not commenced and substantial progress shown within thirty (30) calendar days from the date of such permit or if the work authorized by such permit is suspended or abandoned for a period of thirty (30) days at any time after the work is commenced or if the work authorized by such permit is not completed within ninety (90) days from the date of such permit. Before such work can be recommenced, a new permit shall be first obtained, and the fee therefore shall be the same as that required for a new permit. However, nothing in this subsection shall prohibit the Chief Building Official from extending such permit ninety (90) day period upon the showing of good cause by the permit holder. Nothing in this section shall stay or bar the Chief Building Official, nor any other authorized official acting for or on behalf of the City from taking any lawful action against the owner, occupant, person in control, or the structure itself for which a permit has been issued pursuant to this section.

(c) Demolition permits shall be valid for a period of thirty (30) days, or for such shorter or longer time as the Chief Building Official shall determine and specify.

(d) No person to whom a permit has been issued pursuant to subsection (b) hereof shall fail to perform the work detailed in the approved construction documents within the time limitations set forth in subsection (b) hereof or any subsequent extensions granted by the Chief Building Official. Whoever violates this section shall be subject to the penalty set forth herein.

1301.21. Posting permit.

(a) The Chief Building Official may require a copy of the permit to be kept on the premises open to public viewing during the execution of the work and until the completion of the same. A copy of the approved construction documents must be present on the jobsite at which certified inspections are to be made.

1301.22. Revocation.

The Chief Building Official may revoke or suspend a permit or approval issued under the provision of this Building Code in cases where false statements, misrepresentation or incorrect information occurred relating to the application or plans on which the permit or approval was based. The Chief Building Official may also revoke or suspend a permit or approval issued under the provision of this Building Code in cases where a permit or approval was issued in error or when a violation has occurred of any part of this Building Code.

1301.23. Violation of Zoning Code or subdivisions regulations.

(a) No building permit shall be issued for any building or structure, the construction of which violates any of the provisions of Part Eleven - Planning and Zoning Code or any amendment thereof. A Certificate of Zoning Compliance shall be required for all new construction of buildings or structures and additions to existing buildings or structures which increases the footprint of the structure on the site. A Certificate of Zoning Compliance shall also be required for all accessory buildings, regardless of size; all residential driveways;

all in-ground and above-ground swimming pools, greater than 24" in depth; and all fences, regardless of height.

(b) No building permit shall be issued for any building or structure, the construction of which violates any of the provisions stipulated on a recorded plat. The individual seeking such permit shall be responsible for determining whether the building or structure complies with applicable plats, homeowner organization requirements or deed restrictions.

(c) In the event that the owner, contractor, subcontractor, or other person to whom an historic district Certificate of Appropriateness has been issued either violates the terms or conditions thereof or deviates from the approved plans, designs, elevations, and specifications therein, then the Chief Building Official may revoke such certificate and further deny the issuance of the zoning, building, occupancy and/or demolition permit for such certificate. In no event shall the Chief Building Official be authorized to approve, retroactively, any amendment to an historic district Certificate of Appropriateness which amendment has not been considered and approved by the appropriate historic district commission.

1301-24. Permit for mechanical installations.

When a permit **and/or inspection** is specifically required by a provision of this Building Code or by statute for an installation, extension, alteration, or repair of plumbing, gas piping, electric wiring, or heating, no person shall use or permit the use of the installation, equipment, or appliance to which such provision applies, until the appropriate permit has been issued and the required inspection(s) approved.

1301.99 PENALTY.

(a) Any person as defined in this Chapter **and/or property owner**, whoever fails to obtain a permit as set forth in this Chapter; or violates any provision of the Maumee or State of Ohio Building Code or fails to comply therewith or with any of the requirements thereof; **or any person or property owner** who erects, constructs, alters or repairs, **demolishes** or has erected, constructed, altered or repaired **or demolished** a building or structure, in violation of a detailed statement or plan submitted **as required herein** and approved thereunder, or of a permit or certificate issued thereunder, shall be guilty of a misdemeanor of the first degree. **Each calendar day such violation shall be permitted to continue or exist shall constitute a separate and distinct offense.**

(b) The owner of a building, structure, or premises, where anything in violation of this Building Code, shall be **installed, demolished, erected**, placed, or shall exist, and any architect, builder, contractor, agent, person, or corporation employed in connection therewith and who may have assisted in the commission of such violation shall each be guilty of a misdemeanor of the first degree. **Each calendar day such violation shall be permitted to continue or exist shall constitute a separate and distinct offense.**

(c) The imposition of the penalties herein prescribed shall not preclude the **Law Director or Prosecutor** from instituting and appropriate action or proceeding to prevent an unlawful erection, construction, reconstruction, alteration, repair, **demolition**, conversion, maintenance, or use, or to restrain, correct or abate a violation, or to prevent the occupancy of a building, structure, or premises, or prevent an illegal act, conduct, business or use in or about the premises **and to recover all damages incurred by the City of Maumee in relation to violations of the provisions of this code.**

SECTION 2. Chapter 1301 of the Maumee Codified Ordinances, and any Ordinances, parts of Ordinances or the Chapters of the Zoning Code in conflict herewith are hereby amended and repealed in part to reflect the foregoing changes. . In the event any part or provision of this Ordinance and/or the codes adopted herein is held to be illegal or void by a court of competent jurisdiction, such decision shall not have the effect of making illegal or void other parts or provisions of these regulations. It shall be presumed in such event that these regulations would have been enacted had such illegal or invalid parts or provisions not been included, and the remainder of this Ordinance and the codes adopted herein shall continue in full force and effect regardless of the extent to which such illegal or invalid

parts or provisions may be integrated in the remaining portions of this Ordinance or the codes adopted herein.

SECTION 3. This ordinance is declared to be an emergency measure immediately necessary to preserve the public interest and for the health, safety and welfare of the citizens of the City of Maumee, and more specifically to allow for the immediate update of this code code so as to protect property and persons from possible harm related to construction or demolition without permits and inspections which will be a benefit for and protect the citizens of Maumee and the public at large, wherefore this ordinance will go into immediate effect upon its adoption by council.

SECTION 4. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council, and any of council's committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements of the Charter of Maumee, Ohio and the State of Ohio.

Motion to declare an emergency:

Yeas Nays

Motion to Pass:

Yeas Nays

Seconded:

Seconded:

Passed: January 16 , 2024

Mayor

Approved as to form:

Attest:

Law Director

Municipal Clerk

ORDINANCE NO. 03-2024

AN ORDINANCE AMENDING CHAPTER 1305 OF THE MAUMEE CODIFIED ORDINANCES TO UPDATE THE LICENSING REQUIREMENTS FOR BUILDING CONSTRUCTION, REMODELING AND OTHER CONTRACTORS WORKING IN MAUMEE AND DECLARING AN EMERGENCY

WHEREAS, Maumee Codified Ordinance Chapter 1305 is part of the City of Maumee Building Code and certain changes are necessary to update licensing requirements for individuals and companies performing work within the City of Maumee;

WHEREAS, these changes will update these licensing requirements, eliminate testing procedures, and alleviate the need for a Board of Control for these licenses.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Maumee, Ohio, that:

SECTION 1. Maumee Codified Ordinance Chapter 1305 is hereby amended in part as follows:

CHAPTER 1305

Tradesmen and Contractor Registration Requirements

- 1305.01 General provisions.**
- 1305.02 Definitions.**
- 1305.03 Certificate of Qualification.**
- 1305.04 Electrical.**
- 1305.05 Plumbing.**
- 1305.06 Steamfitter.**
- 1305.07 Comfort heating and cooling.**
- 1305.08 Refrigeration.**
- 1305.09 Renewal of certificate.**
- 1305.10 Exemptions.**
- 1305.11. Penalty**

1305.01 GENERAL PROVISIONS.

(a) No person, firm or corporation shall render or perform certain services to-wit: electrical, plumbing, warm air heating and air conditioning within the City, or display a sign stating or implying that he, she, they, or it are electrical, plumbing, warm air heating and air conditioning or refrigeration contractors, or advertise by means of business cards, stationery, advertisement or trade or telephone listing or otherwise indicate or represent, orally or in writing that he, she, they, or it are in the commercial electrical, plumbing, warm air heating and air conditioning or refrigeration business or trade, unless all of the requests of this Code are met and unless that person, firm or corporation has obtained a commercial certificate of shop registration as provided herein.

(b) No person, firm or corporation shall render or perform certain services, to-wit: electrical, plumbing, warm air heating and air conditioning, within the City or display a sign stating or implying that he, she, they or it are electrical, plumbing, warm air heating and air conditioning or

refrigeration contractors, or advertise by means of business cards, stationery, advertisement or trade or telephone listing or otherwise indicate or represent, orally or in writing that he, she, they, or it are in the residential one, two, and three-family electrical, plumbing, warm air heating and air conditioning or refrigeration business or trade, unless all of the requests of this Code are met and unless that person, firm or corporation has obtained a residential one, two, and three-family certificate of shop registration as provided herein.

(c) No person shall install certain services, to wit: electrical, plumbing, warm air heating and air conditioning within the City unless they have obtained a certificate of qualification as set forth herein, as a journeyman electrical, plumbing, warm air heating and air conditioning installer.

(d) No person shall install certain services, to wit: electrical, plumbing, warm air heating and air conditioning within the City unless they have obtained a certificate of qualifications as an apprentice electrical, plumbing, warm air heating and air conditioning installer and working under the supervision of a licensed contractor or journeyman.

(e) No person, firm or corporation holding a certificate as provided herein shall loan or extend the rights or privileges given thereunder for work contracted for or done by any person other than the registrant or persons working under his direction or supervision, and, any violation thereof shall cause such certificate to be suspended or revoked as hereinafter provided.

(f) (1) In addition to all other requirements of this Code, all contractors shall register annually with the Division of Inspection in a manner prescribed by rules established by the Building and Zoning Inspector. The annual fee for such registration shall be as provided by the fee schedule adopted by the service department.

(2) No person, firm or contractor who has not registered with the Division of Inspection, provided proof of workers compensation and/or liability insurance as determined by the service department, and paid the fee designated by Council shall perform any work which requires a permit, including but not limited to remodeling work, new construction, paving, roofing, carpentry, excavations, drywall work, landscaping, painting, waterproofing, drainage work, fencing, window installation, swimming pool installation or repair, sidewalk installation, driveways, electrical, plumbing, warm air heating and air conditioning services or engage in or contract for any remodeling work, new construction, paving, roofing, carpentry, excavations, drywall work, landscaping, painting, waterproofing, drainage work, fencing, window installation, swimming pool installation or repair, sidewalk installation, driveways electrical, plumbing, warm air heating and air conditioning business within the City.

(3) As used in this Code, "contractor" means any person, firm, limited liability company, trustee, legal entity or corporation, builds, constructs and/or repairs buildings, fixtures, and other permanent improvements to land within this City when a permit is required for said building, construction, or repair. "Contractor" specifically includes, but is not limited to, individuals who perform such work for which a permit is required, builders, excavators, remodelers, carpenters, roofers, drywallers, wall paperers, landscapers, painters, basement water proofers, and installers of fences, windows, doors, siding, driveways, patios, swimming pools and other like improvements.

1305.02 DEFINITIONS.

(a) "Certificate of qualifications" means a license which authorizes a person, by reason of qualification through State of Ohio licensure or as a Journeyman as set forth herein to install and/or supervise work in accordance with the provisions of this chapter.

(b) "Certificate of shop registrations" means a license authorizing a person, firm, or corporation through registration, proof of workers comp coverage, proof of liability insurance and payment of fees, to engage in the business of operating a shop as defined in this chapter.

(c) "Shop" means:

(1) A place of business established, equipped, maintained, and operated by an individual, firm, or corporations for the purpose of engaging in and carrying on the work or trade for which they have obtained a certificate of shop registrations.

(2) A shop, as defined in subsection (c)(1) hereof, shall have as one of its principals, a person qualified in the trade, by holding a valid State of Ohio license for the type of work being performed by said shop. A holder of a certificate of qualification cannot operate out of more than one shop as defined in subsection (c)(1) hereof.

(3) In the event that the business association with, or employment of, the holder of a certificate of qualification, by the shop, shall terminate, such shop certificate shall become null and void ten days after such termination except where another person is designated as the holder of a certificate of qualification and a new certificate of shop registration is obtained.

(4) Every holder of a certificate of shop registration shall keep his, their, or its certificate displayed in a conspicuous place in his, their, or its principal place of business.

1305.03 CERTIFICATE OF QUALIFICATION.

It is the intent that this section of the code is meant solely to regulate the qualifications of persons, firms or corporations that perform any work requiring a permit including but not limited to individuals involved in the building construction industry. All experience, training and licensing required in this and other related sections must be related directly to building construction.

CLASSES OF CERTIFICATE OF QUALIFICATION

1305.04 ELECTRICAL.

(a) "Electrical contractor" means one who has the ability to layout a complete electrical system for all occupancies governed by the Ohio Building Codes and the Codified Ordinances of the City of Maumee and shall possess the following qualifications:

(1) A. Must have a valid electricians license from the State of Ohio Construction Industry Licensing Board and shall submit to the Service Department a true, valid and current copy of the Certificate of Qualification issued by the Ohio Construction Industry Examining Board for Electrical contractors.

B. City of Maumee licenses obtained by possession of a current State Certification of Qualification will not be renewed if the State Certificate is revoked, suspended, or not renewed. If an individual's license is suspended or revoked for any reason or not renewed by the State of Ohio, that individual shall immediately cease doing work in the City of Maumee and immediately notify the City of Maumee that their license has not been renewed or is suspended or revoked. Any person who fails to notify the City of Maumee within three days of receiving notification of a suspended, revoked, or non-renewed license shall be guilty of a first degree misdemeanor.

(c) "Journeyman electrician" means one who has learned the trade of building construction electrician and must have completed an accredited electrical building construction apprenticeship course approved by the U. S. Department of Labor Bureau of Apprenticeship and Training and approved by the Maumee Chief Building Official or must submit documentation to the Maumee

Chief Building Official that the applicant has successfully completed a training program equivalent to the approved accredited apprenticeship program.

(d) "Apprentice electrician" means one who, as a principal occupation is enrolled in an accredited electrical building construction apprenticeship course approved by the U.S. Department of Labor Bureau of Apprenticeship Training and by the Maumee Chief Building Official.

1305.05 PLUMBING.

(a) "Master plumber" means one who has the ability to lay out a complete plumbing system including waste, vent and potable water lines for all occupancies governed by the Ohio Basic Building Code and the Codified Ordinances of the City of Maumee and shall possess the following qualifications:

(1) A. Must have a valid plumbers license from the State of Ohio Construction Industry Licensing Board and shall submit to the Service Department a valid and current copy of the Certificate of Qualification issued by the Ohio Construction Industry Examining Board for Plumbing contractors.

B. City of Maumee licenses obtained by possession of a current State Certification of Qualification will not be renewed if the State Certificate is revoked, suspended, or not renewed. If an individual's license is suspended for any reason or not renewed or revoked by the State of Ohio, that individual shall immediately cease doing work in the City of Maumee and immediately notify the City of Maumee that their license has not been renewed or is suspended or revoked. Any person who fails to notify the City of Maumee within three days of receiving notification of a suspended, revoked, or non-renewed license shall be guilty of a first degree misdemeanor

(b) "Journeyman plumber" means a person who has learned the trade of plumbing by completing a recognized apprenticeship course approved by the Maumee Chief Building Official

A journeyman plumber:

(1) A. Has learned the trade of building construction plumber and must have completed an accredited plumbing building construction apprenticeship course approved by the U.S. Department of Labor Bureau of Apprenticeship and Training and approved by the Board of Control or must submit documentation to the Maumee Chief Building Official that the applicant successfully completed a training program equivalent to the approved accredited apprenticeship program for approval by the Maumee Chief Building Official; or

B. Presents documentation to the Building Official that the applicant was trained and employed as a building construction journeyman plumber for a period of time equivalent to that required for the approved apprenticeship program as set forth in subsection (b) (1) hereof.

(c) "Apprentice plumber" means one who, as a principal occupation is enrolled in an accredited plumbing building construction apprenticeship course approved by the U.S. Department of Labor Bureau of Apprenticeship Training and by the Maumee Chief Building Official
(Ord. 188-1996. Passed 11-18-96.)

1305.06 STEAMFITTER.

(a) "Master steamfitter" means one who has the ability to design and lay out an entire pressure piping system including hydronic heating systems, for all occupancies governed by the Ohio Basic Building Code and the Codified Ordinances of the City of Maumee and shall possess the following qualifications:

(1) A. Must have a valid license from the State of Ohio Construction Industry Licensing Board and shall submit to the Service Department a valid and current copy of the Certificate of

Qualification issued by the Ohio Construction Industry Examining Board for Steamfitter contractors

B. City of Maumee licenses obtained by possession of a current State Certification of Qualification will not be renewed if the State Certificate is revoked, suspended, or not renewed. If an individual's license is suspended for any reason or not renewed or revoked by the State of Ohio, that individual shall immediately cease doing work in the City of Maumee and immediately notify the City of Maumee that their license has not been renewed or is suspended or revoked. Any person who fails to notify the City of Maumee within three days of receiving notification of a suspended, revoked, or non-renewed license shall be guilty of a first degree misdemeanor.

B. City of Maumee licenses obtained by possession of a current State Certificate of Qualification will not be renewed if the State Certificate is revoked, suspended, or not renewed.

(b) "Journeyman steamfitter" means a person who has learned the trade of steamfitting by completing a recognized apprenticeship course approved by the Maumee Chief Building Official.
A journeyman steamfitter:

(1) A. Has learned the trade of building construction steamfitting and shall have completed an apprenticeship course approved by the U. S. Department of Labor Bureau of Apprenticeship and Training and approved by the Maumee Chief Building Official under the direct control of a steamfitter, who is presently certified to perform work within the City; or

B. Presents documentation to the Maumee Chief Building Official that the applicant was trained and employed as a building construction journeyman steamfitter for a period of time equivalent to that required for the approved apprenticeship program as set forth in subsection (b) (1) hereof.

(c) "Apprentice steamfitter" means one who, as a principal occupation is enrolled in an accredited steamfitting building construction apprenticeship course approved by the Maumee Chief Building Official under direct supervision of a master steamfitter, who is presently certified to perform work within the City.

1305.07 COMFORT HEATING AND COOLING.

(a) "Comfort heating and cooling contractor" means one who has the ability to lay out a complete heating and cooling forced air system for all occupancies governed by the State Building Code and the Codified Ordinances of the City of Maumee and shall possess the following qualifications:

(1) A. Must have a valid license from the State of Ohio Construction Industry Licensing Board and shall submit to the Service Department a valid and current copy of the Certificate of Qualification issued by the Ohio Construction Industry Examining Board for Comfort Heating and Cooling contractors

B. City of Maumee licenses obtained by possession of a current State Certification of Qualification will not be renewed if the State Certificate is revoked, suspended, or not renewed. If an individual's license is suspended for any reason or not renewed or revoked by the State of Ohio, that individual shall immediately cease doing work in the City of Maumee and immediately notify the City of Maumee that their license has not been renewed or is suspended or revoked. Any person who fails to notify the City of Maumee within three days of receiving notification of a suspended, revoked, or non-renewed license shall be guilty of a first degree misdemeanor

(b) "Comfort heating and cooling service mechanic" means one who:

(1) Has learned the trade of servicing comfort heating and cooling equipment building construction and must have completed an accredited heating and cooling building construction

apprenticeship course approved by the U. S. Department of Labor Bureau of Apprenticeship and Training and approved by the Maumee Chief Building Official or must submit documentation to the Building Official that the applicant successfully completed a training program equivalent to the approved accredited apprenticeship program; or

(2) Presents documentation to the Maumee Chief Building Official that the applicant was trained and employed as a building construction heating and cooling journeyman for a period of time equivalent to that required for the approved apprenticeship program as set forth in subsection (b) (1) hereof.

(c) "Comfort heating and cooling sheet metal mechanic" means one who:

(1) Has learned the trade of sheet metal work and shall have completed a recognized apprenticeship course approved by the U. S. Department of Labor Bureau of Apprenticeship and Training and approved by the Maumee Chief Building Official or must submit documentation to the Building Official that the applicant successfully completed a training program equivalent to the approved accredited apprenticeship program; or

(2) Presents documentation to the Building Official that the applicant was trained and employed as a building construction heating and cooling journeyman for a period of time equivalent to that required for the approved apprenticeship program as set forth in subsection (b) (1) hereof.

(d) "Apprentice comfort heating and cooling" means one who, as a principal occupation is enrolled in an accredited heating and cooling building construction apprenticeship course approved by the U. S. Department of Labor Bureau of Apprenticeship Training

1305.08 REFRIGERATION.

(a) "Refrigeration contractor" means any person who proceeds with or has charge of laying out or installation, alteration, replacement or repair of any refrigerating system or any piping, apparatus, appliance, device, or accessory connected therewith, and shall possess the following qualifications:

(1) A. Must have a valid license from the State of Ohio Construction Industry Licensing Board and shall submit to the Service Department a valid and current copy of the Certificate of Qualification issued by the Ohio Construction Industry Examining Board for refrigeration contractors

B. City of Maumee licenses obtained by possession of a current State Certification of Qualification will not be renewed if the State Certificate is revoked, suspended, or not renewed. If an individual's license is suspended for any reason or not renewed or revoked by the State of Ohio, that individual shall immediately cease doing work in the City of Maumee and immediately notify the City of Maumee that their license has not been renewed or is suspended or revoked. Any person who fails to notify the City of Maumee within three days of receiving notification of a suspended, revoked, or non-renewed license shall be guilty of a first degree misdemeanor

(b) "Refrigeration contractor, restricted" means any person who proceeds with or has charge of installation, alteration, replacement, or repair of portable refrigerating systems, and shall possess the following qualifications:

(1) A. Must have a completion certificate from a Department of Labor approved apprenticeship course in the refrigeration building construction industry approved by the Maumee Chief Building Official that the applicant successfully completed a training program equivalent to the approved accredited apprenticeship program, a valid Certificate of Qualification as a heating journeyman in the refrigeration building construction industry and present notarized

documentation to the Building Official that the applicant has been certified in a governmental unit by means of qualification testing deemed equivalent to the State of Ohio license requirements.

(c) "Journeyman refrigeration mechanic operator" means one who:

(1) A. Has learned the trade of refrigeration mechanic work and shall have completed a recognized apprenticeship course approved by the U. S. Department of Labor Bureau Of Apprenticeship and Training and approved by the Building Official that the applicant successfully completed a training program equivalent to the approved accredited apprenticeship program; or

B. Presents documentation to the Building Official that the applicant was trained and employed as a building construction refrigeration mechanic operator for a period of time equivalent to that required for the approved apprenticeship program as set forth in subsection (b) (1) hereof.

(d) "Journeyman refrigeration mechanic, restricted" means one who:

(1) A. Has learned the trade of refrigeration mechanic and shall have completed a recognized apprenticeship course approved by the U. S. Department of Labor Bureau of Apprenticeship and Training and approved by the Board of Control or must submit documentation to the Building Official that the applicant successfully completed a training program equivalent to the approved accredited apprenticeship program; or

B. Presents documentation to the building that the applicant was trained and employed as a building construction refrigeration mechanic journeyman for a period of time equivalent to that required for the approved apprenticeship program as set forth in subsection (b) (1) hereof.

(e) "Apprentice refrigeration mechanic" means one who, as a principal occupation is enrolled in an accredited refrigeration building construction apprenticeship course approved by the U. S. Department of Labor Bureau of Apprenticeship Training and by the Maumee Chief Building Official or is enrolled in a recognized apprenticeship program approved by the Board of Control.

1305.09 RENEWAL OF CERTIFICATES.

(a) Expiration. All certificates shall expire at the close of December 31 of each year, but may be renewed for the next succeeding year by the payment of the annual renewal fee on or before such date.

(b) Renewal After Expiration. All certificates not renewed by December 31 shall pay a renewal fee the same as an original application up to and including March 31 following the date of expiration.

(c) Re-examination. A person holding a certificate of qualification under the provisions of this chapter, who fails to procure a renewal of such certificate on or before March 31 next following the date of expiration of the certificate shall be considered as a new applicant and before receiving a new certificate, shall be required to meet all the requirements of a new applicant.

(d) Application for Renewal. Application for certificate renewal shall be made on a form furnished by the Building Official for this purpose.

1305.10 EXEMPTIONS.

(a) The provisions of this chapter shall not apply to municipalities, public institutions and industrial plants which maintain a department for the maintenance, repair, or alteration of electrical, plumbing, warm air heating and air conditioning or refrigeration installations as defined in this chapter, in or about the premises used for the conducting of their business.

(b) The owner of a single or one family dwelling need not be licensed or registered nor hold a certificate personally to perform work upon the premises occupied or to be occupied by the owner thereof as such owner's established residence, provided however, that all work shall be done only

by the owner in conformity with the provisions of this chapter and no work shall be done unless all other permits, certificates of zoning compliance, certificates of appropriateness, inspections and approvals required by this chapter are secured. The owner shall be required to sign an affidavit as provided by the service department certifying that the owner is performing the work by themselves without assistance.

(d) Provided further, however, that all work shall be done in conformity with the provisions of this chapter and no work shall be done unless all other permits, inspections and approvals required by this chapter are secured.

1305.11 PENALTY

Whoever violates any provision of this chapter, or any Code adopted herein or fails to comply with any lawful order issued pursuant thereto is guilty of a misdemeanor of the first degree and shall be fined not more than one thousand dollars (\$1,000) or imprisoned not more than six months or both. Each day during which noncompliance or a violation continues shall constitute a separate offense. The Municipality may institute injunction proceedings in Common Pleas Court to failure to cease work after receipt of a stop work order related to violations of this chapter or the Maumee Building Codes.

SECTION 2. Chapter 1305 of the Maumee Codified Ordinances, Ordinances 138-1983, 188-1996, 8-2010 and any ordinances, parts of ordinances or the chapters of the Maumee Codes in conflict herewith are hereby amended and repealed in part to reflect the foregoing changes. In the event any part or provision of this Ordinance and/or the codes adopted herein is held to be illegal or void by a court of competent jurisdiction, such decision shall not have the effect of making illegal or void other parts or provisions of these regulations. It shall be presumed in such event that these regulations would have been enacted had such illegal or invalid parts or provisions not been included, and the remainder of this Ordinance and the codes adopted herein shall continue in full force and effect regardless of the extent to which such illegal or invalid parts or provisions may be integrated in the remaining portions of this Ordinance or the codes adopted herein.

SECTION 3. This ordinance is declared to be an emergency measure immediately necessary to preserve the public interest and for the health, safety and welfare of the citizens of the City of Maumee, and more specifically to allow for the immediate update of licensing provisions as licenses are subject to renewal in January of each year, to allow for the elimination of the Board of Control all of which will be a benefit for the health, safety and welfare of the citizens of Maumee, wherefore this ordinance will go into immediate effect upon its adoption by council.

SECTION 4. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council, and any of Council's committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements of the Charter of Maumee, Ohio and the laws of the State of Ohio.

Motion to declare an emergency:

Yeas Nays

Motion to Pass:

Yeas Nays

Seconded:

Seconded:

Passed: January 16, 2024

ATTEST:

Municipal Clerk.

Mayor.

Approved as to form by:

Law Director.