



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: March 20, 2020

TO: Businesses, Contractors, Property Owners Requesting Permit Services

FROM: Bridget Susel, Community Development Director

RE: Temporary Revision to Operations Due to COVID-19

The Community Development Department, including the Building Division, is currently closed to the public, but is still assisting the public, M-F 9:00 a.m. - 4:00 p.m. through telephone and email communications. Effective Monday, March 23, 2020, the City of Kent is no longer processing permits utilizing the drop-off service in the lobby and will conduct business utilizing the following procedures:

- Anyone needing a permit is encouraged to submit the necessary documentation electronically via email. Permit requests can also be submitted through the mail (USPS, courier/delivery services not requiring recipient signature).
- Anyone needing to submit plans is encouraged to submit the documents electronically via email. If plans need to be submitted in hard copy format, please contact the appropriate Community Development staff person listed below to arrange a time when the plans can be dropped off.
- Inspections of open and unoccupied residential and commercial structures will continue.
- Inspections of existing and/or occupied structures when possible, will be done remotely via pictures or video when the Chief Building Official determines it is appropriate.
- Payment can be by check, made payable to the City of Kent, or credit card over the phone.

Contact information for the above listed services is as follows:

Building Permits (repair/construction work inside of building, includes decks)

Sue Lynch at 330-678-8107 or via email at lynchs@kent-ohio.org

Site and Utility Permits (repair/construction work outside of the building)

Jen Barone at 330-678-8108 or via email at barone@kent-ohio.org

Zoning Permits (fence, pool, sign, accessory building includes sheds up to 200 s.f.)

Heather Heckman at 330-678-8108 or via email at phileh@kent-ohio.org

Anyone with questions regarding other services provided by the Community Development Department should call 330.678.8108 for assistance.

930 Overholt Rd., Kent, Ohio 44240 • (330) 678-8108 fax (330) 678-8030 •

www.KentOhio.org