



City of Celina
Engineering Department
419-586-1144

COMMERCIAL / INDUSTRIAL / SUBDIVISION NEW CONSTRUCTION CHECKLIST

The City of Celina *highly* recommends that applicants schedule a Pre-Submittal and/or a Pre-Construction meeting for all new commercial and industrial, commercial and industrial additions, subdivision developments and multi-family developments. These meetings are intended to help the applicant prepare the proper materials and familiarize the applicant with Celina regulations. Please call Celina Engineering Department 419-586-1144 for further information about these meetings.

The Following Documents must be submitted prior to or when applying for a permit:

To assist in expediting permitting process, please have ALL information required at time of application.

- Approved Site Plan with **complete** City Department Review Sheet. **All Conditions, as set forth by the City of Celina Planning Commission will be adhered to.**
- State Approved Plans and “As Built” Plans
- Confirmation that application has been made with EPA (when required by EPA)
- Address of site and/or complete addressing for Development (including lot numbers)
Verification may be made with Engineering Department
- Property pins and or lines marked
- If required, a Flood Plain Development Permit w/pre-construction Elevation Certificate
A post-construction EC required if a pre-construction EC is submitted.
- Owner and Builder current mailing address, phone/fax numbers, etc.
- Contractor Contact List
- List of **ALL** Subcontractors and contact numbers and/or persons
- Project Address **must** be posted at site. **No services will be connected, inspected or located without address posting.**

Metering information needed prior to tapping:

- Complete and sign application for utility service
- Owner and Builder current mailing address, phone/fax numbers, etc.
- Project Address **must** be posted at site. **No services will be connected, inspected or located without address posting.**
- Temporary Water and Electric should be scheduled no less than 48 hours before needed.
- Size of water meter needed (make sure this is correct)
- Electric Service requirements
- Sprinkling meter (where needed)
- Review **City of Celina** specifications on sewer and water taps

- * Correction letters will be issued for incomplete applications, and may delay the issuance of the permit.
- * During development site management is required in the form of temporary erosion control with a written plan to protecting adjacent property, waterways and streets.
- * Developers will be responsible for moving utilities in conflict with right-of-way improvements.

**Tests or inspections required: (All tests and inspections require 24-48 hour notice)
PLEASE PLAN ACCORDINGLY.**

Fire Department (419-586-2127)

- Hydrant Installation (see form)
- Fire Sprinkler System Aboveground Piping (see form)
- Fire Sprinkler System Underground Piping (see form)
- See Required Fire Hydrant Specs

Water Department (419-586-2270)

- Complete and sign application for utility service
- Tapping Fees Paid
- Pressure Test
- Chlorine Residual Test
- Two Sets of Bacteria Testing
- See Required Water Service Specs

Sanitary Sewer Department (419-586-1144)

- Complete and sign application for utility service
- Tapping/inspection Fees Paid
- Pressure Test for all mains and manholes
- See Required Sanitary Sewer Specs