

**CITY OF WOOSTER  
DEVELOPMENT DEPARTMENT**

**Zoning and Planning Division  
Building Standards Division  
Engineering Division**

**Municipal Building  
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Wooster, OH 44691**

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**8:00 a.m. to 5:00 p.m., Mon.- Fri.**

***For better customer service,  
appointments are preferred.***

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## **INTRODUCTION**

This guide was produced by the Community Development Department of the City of Wooster. This guide was developed to assist in our communication with our customers and property owners. It is a general outline of the process and requirements. It contains a *summary* of regulations. All regulations, or complete descriptions of violations, are not included. Questions specific to your situation or technical questions should be directed to the property maintenance inspector. You may review the actual Code and Codified Ordinances at the Municipal Building in the Building Standards Division.

In order to protect the health, safety, and welfare of our citizens, the City of Wooster establishes minimum standards for all property within the city limits. Additionally, enforcing the codes is a way to preserve residential property values and provide a safe environment for all who live in Wooster. A process – called code enforcement – is a way to maintain and enforce these standards! The Building Standards Division is available to help residents understand and comply with this process.

Enforcement of these regulations and codes is essential for providing safe and attractive buildings and houses for all Wooster residents.

**Prepared By:** Tim Monea, Chief Building Official

**Under the auspices of the offices of:**  
James A. Howey, Mayor  
Michael Sigg, Director of Administration

**CHAPTER 1**  
**Property Maintenance Information**

Why a maintenance code?

A permit is a license granting legal permission to construct, enlarge, alter, repair, demolish or change the use of a building or structure. It may be for installing, altering, or repairing a mechanical or electrical system.