



Jack Bradley
Mayor

CITY OF LORAIN

Department of Building, Housing & Planning

Matthew Kuszmir
Director

David Faciana
Chief Building Official

NEW HOURS OF OPERATION

Starting January 1, 2023 there will be new Office hours for the Building Division.

Monday – Friday 8:00 AM to 3:00 PM (*Office Open to Public*)

- Submit application (Building and / or Zoning application's)
- Pick up permits, plans and Certificate of Occupancy
- Receive and distribute any Zoning or Housing complaints
- Take all phone calls and voicemail messages
- Process and scan plans to Logos
- Filing of permits and approved plans
- Meet and help residents and contractors to ensure applicant has all necessary application and documents for review
- Continue records retention and organization

Monday – Friday 3:00 PM to 4:00 Pm (*Office open for phone calls, allow Building personal time to process permits and applications received throughout day, and prepare for next day*)

- Public can drop off Permits and any applications in drop box located outside of lobby door
- Drop box to be checked each night and morning
- Process permits and applications received throughout day
- Take all phone calls and voicemail messages
- Process and scan plans to Logos
- Filing of permits and approved plans
- Continue to take phone calls from public and other departments
- Prepare for the next day
- Continue records retention and organization

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