



City of Middletown
Internal Services Directory
November 2011

DIRECT CONTACTS

Building Inspections

Sandi Butt.....425-7975

City Council Office

Betsy Parr425-7719

City Manager's Office

Nadine Begley425-7836

Community Center

Ceal Thompson.....425-7866

Community Revitalization

Judy Demostenes ...Housing programs.... 425-7939

Katherine Shields...Housing Complaints... 425-7938

Rachel Hamm..... 425-7942

Economic Development

Denise Hamet..... 425-7847

Public Works & Utilities

Michelle Evans 425-7940

Suzanne Stewart (Water/Sewer)..... 425-1896

Jessica Deppen (Parks/Streets)..... 425-1897

Nicole Miller (WWTP).....425-7989

Betsy Swope (WTP)727-3650

Fire

Vanessa Whitaker 425-7996

Health Department

Missy Grooms 425-1818

Municipal Court

Marilyn Thompson 425-7802

Ohio Small Business Development Center

Matt Eisenbraun..... 727-3686

Personnel

Karen Caverly..... 425-7934

Planning

Debbie Garitson..... 425-7941

Police

Dispatch..... 425-7700

Vanessa Grooms (Administration) 425-7756

Jennifer Minor (Records) 425-7794

Mary Miller (Detectives) 425-7737

Transit Manager

Steve Murphy 727-3643

Water Treatment

Betsy Swope..... 727-3650

Waste Water Treatment

Nicole Miller425-7989

Zoning

Marty Kohler425-7947

OTHER CITY OFFICES

City Income Tax	425-7862
Community Center	425-7866
Domestic Violence Advocate	425-7825
Engineering	425-7913
Prosecutor	425-7990
Water Services (Billing)	425-7870
Weatherwax Golf Course	425-7886

FREQUENTLY REQUESTED INFORMATION

Public Restrooms and Pay Phone Located on the lower level of city building

<p>Birth/Death Certificates</p> <ul style="list-style-type: none">•Health Department 425-1818	<p>Trash Complaints</p> <ul style="list-style-type: none">•425-7766 or 0
<p>Property Tax Assessment</p> <p>Questions regarding:</p> <ul style="list-style-type: none">•Amount 425-7906•Work Performed 425-7952	<p>Junk Cars (Inoperable Vehicles)</p> <ul style="list-style-type: none">• Police Dispatch 425-7700
<p>Animal Control/Dead Animals (Not on private property)</p> <ul style="list-style-type: none">•425-7700	<p>Dead Deer (Public right-of-way)</p> <ul style="list-style-type: none">•425-1897

FREQUENTLY ASKED QUESTIONS

Where do I pay for red light camera tickets?

- Lower level of the City Building, at the bottom of the stairs look for the red light camera sign in front of the window.

Who do I call for an after-hours water or sewer emergency? (after 4:00 p.m. and weekends)

- Water Treatment Plant 425-7781

Who do I call for a water and sewer emergency?
(weekdays before 4:00 p.m.)
example: main breaks, boil advisory

- Water Maintenance 425-1896

QUICK REFERENCES

Collection of Connection and Tap Fees

- Building Inspections

Connection Fees

- Fees collected from individuals granting permission To connect to the City's water system. Usually with new construction.

Tap Fees

- Fees collected for the physical connection to the City's water system.

Questions regarding discharge of questionable materials to the sewer system.

Questions regarding septic tank waste.

Questions regarding RV holding tanks.

Questions from businesses with non-sanitary discharge.

Contact Waste Water Treatment Plant – 425-7989

PERMITS

Building Inspections

425-7973

Building
Certificate of Occupancy
Demolition
Electric
Fire Alarm Systems
Fire Sprinkler Systems
Fire Suppression for Range Hoods (commercial)
HVAC (Heating/Air Conditioning)
Medical Gas
Plumbing
Range Hoods (commercial)
Signs (permanent – *for temporary signs see Zoning*)
Swimming Pools (private only- for public see Health Dept.)
Tents (for festivals, etc.)
Use of Street (**dumpsters on the street or sidewalk**)
Water, Sanitary Sewer & Storm Sewer

Engineering

425-7913

Concrete (any concrete work within public right-of-way)
Right-of-way
(construction activity within public right-of-way)

PERMITS (continued)

Health 425-1818

Manufactured Home Park Permits

Permit for sewage installer

Public Swimming Pool Licenses

(public only - for private see Building Inspections)

Sewage Repair Permits

Tattoo Permits (for businesses)

Police Records 425-7794

Amusement Businesses (Pinball Machines, Pool Tables, etc.)

Burglar Alarms/Security Systems

Peddlers/Solicitors

Taxi Cab Businesses

Waste Water Treatment 425-7989

Discharge permits for industrial users (businesses)

Zoning (Planning Department) 425-7947

Temporary Sign Permits and Zoning Certificates

(for permanent signs see Building Inspections)

LICENSES

Building Inspections

425-7973

Electricians

Heating & Air Conditioning Contractors

Master, journeyman & apprentice licenses for:

Plumbers

Underground Utilities (water & sewer installation or repair)

Health

425-1818

Food Service Operation/Retail Food Establishment

SHOW MOBILE

For reservations, policy, or questions

- Public Works & Utilities- 4th Floor
425-7940

SPECIAL ACTIVITY REQUEST

- Public Works & Utilities- 4th Floor
- Applications are picked up and returned

BUS (TRANSIT) INFORMATION

425-7726

Purchase Bus Passes

- Citizen Service Center (City Building Lobby)
-payment methods: cash, visa or mastercard
- Bus Terminal – 727-3643 (55 S. Broad Street)
-payment method: cash only (exact amount)

Bus Schedules

- Available on City's website
<http://www.cityofmiddletown.org/transit/>
- Bus Terminal
- Citizen Service Center

MISCELLANEOUS

Backwater Prevention Assistance Program (Backwater Valve)

- Public Works and Utilities
425-7940

City Maps

- Available, at no cost, in the following locations:
 - Citizen Service Center
 - Engineering (4th floor of City Building)

Hydrant Testing (not private)

- Fire Headquarters
425-7996

Mold Inspections/Abatements

- Contact Remediators

Local Remediators:

Encheck – Robert Mathinson	422-7270
Ziegler Environmental Services	424-3400

Potholes

- To report a pothole
727-3691
Option #2
www.cityofmiddletown.org/ (Select: Pothole Patrol)

Section 8 Housing Complaints

- Community Revitalization
425-7954

MISCELLANEOUS (continued)

Street Light Out

Michelle Evans

425-7940

Traffic Signs or Signal Questions

- Engineering

425-7932

Water Bill Credit or Questions

- Water Services

425-7870

Pay Bill By Phone

727-3691

Option #1

Pay Bill On-Line

www.cityofmiddletown.org (Select: Pay Your Water Bill)