

Guide to Residential Garage Permits

Fees

- **Building Permit** **\$75.00 plus \$15.00** per 100 square feet (or fraction thereof)
- **Zoning Permit** **\$40.00**
- **Electrical Permit** **\$75.00 plus \$10.00** per 100 square feet (or fraction thereof)
- The Building Permit and the Electrical Permit will both require a 1% State of Ohio Fee.
- These fees are collected after a building permit has been issued and are not required at the time of the application.

Application Requirements

- Completion of an application form furnished by the building department.
- Two (2) sets of plans of sufficient clarity to indicate how the proposed garage will be constructed (see plan requirements).
- Two (2) survey based plot plans/site plans showing the location of the proposed garage, existing structures on the lot, and the distances of the proposed garage from the property lines.

Action on the Application

- The building and zoning departments will examine the application and plans of the proposed garage within two weeks or ten working days.
- If the application and plans of the proposed garage conform to the building and zoning codes, the applicant is notified and a building permit is issued. The applicant shall pick up one set of the approved plans and pay the permit fees prior to the start of construction.
- If the application and plans of the proposed room addition do not conform to the building and zoning codes, the applicant is notified and the reasons for the disapproval will be given in writing.

Time Limitations

- Work shall commence within twelve (12) months of the approval of the residential construction documents. One extension shall be granted for an additional twelve-month period if requested by the owner at least ten days in advance of the expiration of the approval and upon payment of a fee not to exceed one hundred dollars. If in the course of construction, work is delayed or suspended for a time period of six (6) months, the approval of the plans or drawings is invalid. Two extensions shall be granted for six months each if requested by the owner at least ten days in advance of the expiration of the approval and upon payment of a fee for each extension.

Have Questions or Need Help?

- If you have questions regarding zoning issues such as setback distances from property lines, lot coverage, structure height, and where the garage can be located, please contact City Planner Tom Lodge at 614.901.6661, or City Planner Chelsea Nichols at 614.901.6662.
- If you have questions regarding building issues such as plan requirements pertaining to the foundation, or structural members and drawings, please call 614.901-6650 and ask to speak with a building inspector.

Plan Requirements

Plot Plan – The plot plan shall show the location of the proposed garage and existing structures, and the location of the proposed garage from all property lines and easements.

Floor Plan – A floor plan shall be included for each level of the garage. The floor plan shall show all relevant information including stairways, door swings, and windows. The floor plan must be sufficiently dimensioned to describe all room or space sizes.

Structural Plans – Structural plans shall show the size of footings, column pads, beams, and type of foundation. The plans shall show wall framing information, door and window header sizes, and the type of roof framing members, size, spacing and direction of span.

Post & Beam Construction – If the garage is a pole barn type of structure, the plans shall comply with Section 324 of the 2013 Residential Code of Ohio (RCO). Please keep in mind if your post and beam structure exceeds the parameters/limitations of this section you may need to have plans designed by a registered design professional. Some of the RCO requirements are; footing depths of 48 inches, below grade post/column uplift protection, minimum 4"x 6" column size, and many unique requirements that are in this new code section.

Elevations – The plans shall include elevations to completely describe the exterior of the garage addition.

Cross Sections/Wall Sections – Sections are required to describe the general building construction including footing, foundation, wall, ceiling, floor, and roofing materials.

Electrical Details – The electrical plans shall show all outlets, switches, and lighting fixture locations.

Stair Details – The plans shall show a typical stair detail (if applicable), including riser height and tread depth, guardrail or handrail details.

General Notes – The plans shall include some general notes for items that cannot be described very well in pictorial form.

Plan Considerations

- The proposed garage addition shall not cover or enclose an existing bedroom, emergency escape and rescue window.

Plan Consideration Continued

- Door openings between a garage and a residence shall be equipped with solid wood doors not less than 1 3/8" in thickness, solid or honeycomb core steel doors not less than 1 3/8" thick, or 20 minute fire-rated doors.
- Attached garages shall be separated from the residence by not less than ½" drywall applied to the garage side. If the garage is beneath habitable space, the ceiling of the garage shall have 5/8" Type X drywall. Additionally, when the separation is a floor/ceiling assembly (as mentioned above) the supporting construction shall be protected by not less than ½" drywall, which may result in the exterior wall(s) and/or headers at the garage overhead door shall be encased by not less than ½" drywall.
- Attached garages shall not have window openings into the garage from the residence.

Zoning Considerations & Requirements

- A detached garage structure shall be located completely to the rear of the principal structure.
- A detached garage structure shall be separated a minimum of 10 feet from the principal structure.
- An attached garage shall not exceed lot coverage and set back requirements for the lot in question.
- The maximum height of an attached garage is 35 feet to the top of the roof.
- The maximum permitted height of a detached structure is based upon the size (sq. ft.) of the lot. On a lot less than 20,000 square feet, a detached structure may be no more than 15 feet to the top of the roof. On a lot of 20,000 square feet or more, the maximum height of a detached structure may be no more than 25 feet to the top of the roof.
- The maximum detached structure size is based upon size (sq. ft.) of the lot. On a lot less than 20,000 square feet, a detached garage structure may be no more than 720 square feet. On a lot of 20,000 square feet or more, the maximum size of the structure may be no more than 1,200 square feet.
- Paved driveways are required in the City of Westerville. If the lot in question does not already have a paved driveway surface, one shall be installed with a garage.

Inspections

- **Footing** – After the excavation, with the form work and any required reinforcing steel in place. This inspection occurs prior to placement of concrete.
- **Uplift Protection** – (on post frame structures) After the installation of uplift protection and prior to backfilling of the post hole.
- **Foundation** - Before back filling and prior to the installation of any framing member.
- **Rough Electrical** – Prior to the concealment of the work, after all wiring (including low voltage) has been run, boxes are set, and splices are complete.
- **Framing** – After the approval of the rough electrical.
- **Final Electrical** - Prior to the occupancy inspection, after all the devices and fixtures are set, and all electrical work is complete.
- **Final Inspection** - After the approval of the final electrical, and after the interior and exterior are complete, including finished grading, gutters and downspouts, and the installation of a paved driveway.