

Guide To Residential Interior Alteration & Restoration Permits

Fees

- **Building Permit - \$75.00** plus **\$10.00** per 100 square feet (or fraction thereof)
- **Zoning Permit - \$15.00**
- **Electrical Permit - \$75.00** plus **\$5.00** per 100 square feet (or fraction thereof)
- **Hvac Permit - \$25.00** plus **\$2.00** per 100 square feet (or fraction thereof)
- **Plumbing Permit - \$60.00** plus **\$15.00** per fixture or device
- The Building, Electrical, Hvac and Plumbing Permits will all 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 the nature and extent of the alterations. (*see plan requirements*).

Action on the Application

- The building and zoning departments will examine the application and plans of the proposed alterations within two weeks or ten working days.
- If the application and plans of the proposed alterations 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 alteration do not conform to the building and zoning codes, the applicant is notified and the reasons for the disapproval will be given in writing.

Plan Requirements

Floor Plan – Floor plans shall include the existing and the proposed floor plan of the area(s) being altered or changed. Floor plans shall be included for each level including partial or full basements. Floor plans shall show all relevant information, including the

proposed alterations and use for each room, door swings, and windows. The floor plans must be sufficiently dimensioned to describe all room or space sizes.

Structural Plans (if required) – Structural plans shall show the areas that the structural member will be changed. Examples may be floor joist size, spacing, and direction of span, or if there are going to be changes to existing door(s) and/or window(s) sizes, the plans shall include information on the size of the new headers or beams.

Cross Sections / Wall Sections – Sections are required to describe the general building construction including wall framing.

General Notes – The plans shall include some general notes for items that cannot be described very well in pictorial form. If the purpose of the alteration is for fire restoration that is mainly cosmetic and may involve replacement of electrical fixtures, minor electrical repairs, and replacement of plumbing fixtures a written description of the proposed work required for each room will be acceptable.

Additional Drawings – Descriptions or drawings of the Electrical, Hvac, and Plumbing systems. This will include materials, location and type of fixtures and equipment; materials, and sizes of all ductwork; location and type of heating, ventilation, air conditioning and other mechanical equipment; and all lighting and power equipment.

Inspections

- **Rough Plumbing** – Prior to the concealment of the work, before the fixtures are set, and prior to the framing inspection. After all drain waste and vent lines and water distribution lines have been installed, protection plates are installed, and a five pound air test has been applied on the drain waste and vent lines, and a 50 pound air test has been applied to the water distribution lines.
- **Rough Electric** – Prior to the concealment of the work, before the fixtures are set, and prior to the framing inspection.
- **Rough Hvac** - Prior to the concealment of the ductwork, this inspection is performed in conjunction with the framing inspection.
- **Framing** – After the approvals of the rough electric and plumbing, before the stocking of drywall and installation of insulation
- **Insulation** – After the approval of the framing inspection, and prior to the installation of drywall.
- **Final Plumbing** - Prior to the occupancy inspection. After all the fixtures are set and all plumbing work is complete.
- **Final Electric** - Prior to the occupancy inspection. After all the devices and fixtures are set and all electrical work is complete.
- **Final Hvac** - After all HVAC work is complete, this inspection is performed in conjunction with the occupancy inspection.
- **Occupancy** - After the approvals of the final electric and plumbing inspections, and after the completion of all work, interior and exterior.

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 building issues pertaining to the alteration please call 614.901.6650 and ask to speak with a building inspector.