

## Guide To Room Addition 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)
- **Hvac Permit - \$75.00** plus **\$3.00** 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 how the proposed room addition will be constructed. (*see plan requirements*)
- Two (2) plot plans/site plans showing the location of the proposed room addition, existing structures, and the distances from the property/lot lines.

### Action on the Application

- The building and zoning departments will examine the application and plans of the proposed room addition within two weeks or ten working days.
- If the application and plans of the proposed room addition 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.

### Inspections

- **Footing** – After the excavation, with the form work and any required reinforcing steel in place. This inspection occurs prior to placement of concrete.
- **Foundation** - Before back filling and prior to the installation of any framing member. The dampproofing or waterproofing shall be applied.
- **Rough Plumbing** – Prior to the concealment of the work, before the fixtures are set, and prior to the framing inspection.
- **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 zoning issues such as where the room addition can be located, how far from the property line, and the size of the room addition, please contact Jeff Buehler at 901-6659 or Bassem Bitar at 901-6658.
- If you have questions regarding building issues such as how to design or construct the room addition or questions regarding the sample drawings contained in this guide please call 901-6650 and ask to speak with a building inspector.

## **Plan Requirements**

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

**Floor Plan** – Floor plans shall be included for each level including partial or full basements. Floor plans of the existing spaces shall be included to show how the room addition relates to the new proposed addition. Floor plans shall show all relevant information, including the proposed use for each room, 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. Floor joist size, spacing, and direction of span. Door and window header sizes. The plans shall show the type of roof framing members, size, and direction of span. The plans shall indicate how “point loads” are transmitted to the supporting elements and/or foundation.

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

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

**Stair Details** – The plans shall show a typical stair detail, 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.

**Truss Drawings** – Roof or floor truss drawings if these pre-engineered products are being used.

**Energy Compliance Worksheets** – The plans shall include (2) copies of a performance based energy analysis demonstrating compliance with the International Energy Conservation Code (if applicable).

**System Descriptions** – 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.

### *Plan Considerations*

- The proposed room addition shall not cover or enclose an existing bedroom, emergency escape and rescue window.
- The proposed room addition shall not cover or enclose the existing electrical meter or the underground electrical service cable.
- The 2013 Residential Code of Ohio requires the existing portions of the dwelling to have smoke detectors installed in the following areas; in each bedroom, outside of each sleeping area, and on each floor. If the construction of the room addition results in removal of wall or ceiling finishes of the existing dwelling; the smoke detectors shall be hard-wired and interconnected.
- The 2013 Residential Code of Ohio requires the existing portions of the dwelling to have carbon monoxide detectors installed outside of each sleeping area in the immediate vicinity of the bedrooms.
- Roof drainage / gutters and downspouts shall be diverted to the street curb or to an approved drainage system that does not create a public nuisance. A splash block at the base of the downspouts is not an approved means of drainage.
- The proposed room addition may conceal attic ventilation openings to the existing dwelling. Consideration must be given to replacing / adding new attic ventilation to the existing dwelling.
- If there is any excess dirt or spoils from excavation activities, it shall be removed the property. The existing grades of the property shall be maintained. If there is any proposed grade changes, they must be submitted or reviewed by our engineering department. If you have any questions regarding grades and lot drainage please contact the Engineering Division at 901.6676.

1/6/2014