

Guide to Single Family Dwelling

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 new single family dwelling will be constructed (see plan requirements).
- Two (2) survey based plot plans/site plans showing the location of the proposed dwelling and any accessory structures, and the distances from the property lines.

Action on the Application

- The building and zoning departments will examine the application and plans of the proposed new single family dwelling within two weeks or ten working days.
- If the application and plans of the new single family dwelling 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 new single family dwelling 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 (\$100.00). 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, landscaping requirements, or structure height, 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 dwelling, driveway, sidewalks, decks, and or patios, and the distances to all property lines.

Floor Plan – Floor plans shall be included for each level including partial or full basements. Floor plans shall show all relevant information, including the proposed use for each room, door swings, and windows. The floor plan shall be sufficiently dimensioned to describe all room or space sizes.

Structural Plans – Structural plans shall show the size of footings, thickened slabs, columns and column pads, beams, and type of foundation (including engineers design). Floor joist size, spacing, and direction of span. The plans shall show the type of roof framing members, size, and direction of span. Door and window header sizes. The plans shall indicate how “point loads” are transmitted to the supporting elements and/or foundation.

Elevations – The plans shall include (N,S,E,W) elevations to completely describe the exterior of the new dwelling.

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

Stair Details – The plans shall show a typical stair detail, including riser height and tread depth, guardrail and 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 Plumbing, Electrical, and Hvac 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

- **Sewer** – After the excavation and the installation of the sanitary sewer pipe has been bedded in place, and the dirt dam area has been designated, but before backfill.
- **Footing** – After the excavation, with the form work and any required reinforcing steel in place and secured to chairs. This inspection occurs prior to the placement of concrete. Note: Winter pours will require protection from freezing.
- **Foundation (poured concrete) Pre-pour** – After the wall forms are secured in place and any required vertical & horizontal steel reinforcing has been placed and secured, and window openings and beam pocket forms are in place. This inspection occurs prior to the placement of concrete. Note: Winter pours will require protection from freezing.
- **Foundation (poured concrete) Post-pour** – After the concrete walls have been poured, all walls have been braced on the interior side, waterproofing has been applied on the exterior, and before backfill. Note: a survey showing the foundation height shall be submitted to the Engineering Department prior to scheduling this inspection.
- **Foundation (cement masonry unit)** – A survey showing the foundation height shall be submitted to the Engineering Department prior to scheduling this inspection. After the required steel reinforcing has been grouted in place (visible at top of walls); the top course cores are mortared solid; all anchor bolts have been grouted in place; three eights (3/8) inch Portland Cement has been applied to the exterior sides; a waterproofing coating has been applied from the footing to finished grade; all walls have been braced on the interior sides, and before backfill placement. Note: Winter construction will require protection of all materials from freezing.
- **Underground Plumbing** – After the plumbing piping has been bedded in place but not covered, with a pressure test applied.
- **Basement Slab Prep** – After the four inch stone base has been placed, covered with six (6) mil visqueen, grade stakes placed, chalk lines on walls showing proposed concrete thickness, and prior to pouring concrete.
- **Water Service Piping** – After the waterline has been installed, connected to the curb stop, and sleeved and sealed through the foundation. Prior to backfill.
- **Rough Plumbing** – Prior to the concealment of work, after all drain, waste, and vent lines and water lines have been installed and pressure tests have been applied.
- **Electrical Service** – Prior to energization by the Westerville Electric Division. Note: The electrical service will not be energized without an approved account with the Utility Billing Department (614.901.6430).
- **Rough Electrical** – Prior to the concealment of work, after all wiring (including low voltage) has been run, boxes are set, and splices are complete.
- **Fireplace (masonry)** – After the first flue is set, steel damper is in place, exterior air opening is in place, ash dump is in place, and the hearth steel reinforcement is in place, prior to pouring hearth concrete.
- **Rough Hvac** – Prior to concealment of work, after all ductwork is complete and joints are sealed. This inspection is performed in conjunction with the framing inspection.
- **Framing** – After the approvals of the rough plumbing and electrical inspections, before the installation of insulation, and before the stocking of drywall.
- **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.

Inspections Continued

- **Final Electrical** – Prior to the occupancy inspection, after all the devices and fixtures are set, and all electrical work is complete.
- **Final Gas Piping** – After all gas lines have been run to each appliance, and are complete with a pressure test applied.
- **Sidewalk/Approach** – After all form work is set, stone bases are prepped, and prior to pouring concrete. Contact the Engineering Department for the correct concrete mix and slump.
- **Finished Grade** – After all lot grading has been complete and ready for sod. Note: a survey showing the exterior grade matches the development proposed elevations shall be submitted to the Engineering Department prior to scheduling the inspection.
- **Site Utilities** – After all manholes and curb boxes have been raised to grade and the sod has been laid.
- **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 plumbing and electrical inspections, and after the completion of all interior and exterior work.