

Guide to 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 department 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 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 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 Question or Need Help

- If you have questions pertaining to building issues and the alteration, please call 614.901.6650 and ask to speak with a building inspector.

Plan Requirements

- Floor plans shall include an existing floor plan and a proposed floor plan of the area (s) being altered or changed. Note: if adjacent rooms or spaces are affected with the alteration, then they shall be included in the plan.
- Provide Architect's or Engineer's approval for structural changes for wall removal, new beam placement, and bearing point locations down to the foundation.
- Floor plans shall be sufficiently labeled as to their usage.
- Floor plans shall be dimensioned to a scale.

Structural Plans – Structural plans shall show the areas where structural members will be changed. Examples may be: converting uninhabitable areas (such as attics) to habitable areas, removal of interior load bearing walls and installation of new beams (architectural design may be required), new floor or ceiling joists (showing size, spacing, direction, and span), or changes to existing doorways, wall framing, window openings, or headers.

Additional Drawings – Descriptions or illustrations of the Electrical, Hvac, and Plumbing systems. This will include the location and type of fixtures, appliances, and equipment to be installed; the type of heating, ventilation, and air conditioning (materials, runs, sizes of all ductwork) or other mechanical equipment, and all lighting and power equipment. Note: wiring schematics and plumbing schematics are not required.

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, then a written description of the proposed work for each room will be acceptable.

Inspections

- **Rough Plumbing** – Prior to the concealment of the work, after all drain, waste, and vent lines, and water distribution lines have been installed and pressure tests have been applied.
- **Rough Electrical** – Prior to the concealment of the work, after all wiring has been run, boxes are set, and splices are complete.
- **Rough Hvac** - Prior to the concealment of work, after all ductwork is complete and the 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.
- **Final Electrical** - 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 plumbing and electrical inspections, and after the completion of all interior and exterior work.