

Guide to Heated 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) survey based 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.

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 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 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 proposed room addition from all property lines and easements, and any existing structures on the lot.
- **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. Wall framing member sizes and spacing. Roof framing members (rafters/trusses), size, direction of span, and how “point loads” are transmitted to the foundation.
- **Elevations** – The plans shall include elevations from each side to completely describe the exterior of the room addition.
- **Stair Details** – The plans shall show a typical stair detail, including riser height and tread depth, guardrail or handrail details (if applicable).
- **General Notes** – The plans shall include some general notes for items that cannot be described very well in pictorial form.
- **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).
- **Electrical Plan** – A floor plan showing the locations of outlets, switches, and light fixtures.
- **Hvac Plan** – Showing all supply air and return air ductwork runs, sizes, and termination boot locations.
- **Plumbing Plan** – A floor plan showing all plumbing fixture types and locations.

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.
- 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.
- The proposed room addition may conceal existing attic ventilation openings to the dwelling. Consideration must be given to replacing/adding new attic ventilation to the existing dwelling.

- Excess dirt or spoils from excavation activities shall be removed from the property, and the existing grades of the property shall be maintained. Note: If there are any proposed grade changes, they must be submitted to and reviewed by our engineering department. Questions regarding grades and lot drainage shall be referred to the Engineering Department at 614.901.6890.

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 from the footer to finished grade.
- **Rough Plumbing** – Prior to the concealment of the work, after all drain, waste, vent, and water lines have been installed, pressure tests have been applied, and prior to the frame inspection.
- **Rough Electrical** – Prior to the concealment of the work, after all wiring has been run, boxes are set, and splices are complete, and prior to the framing inspection.
- **Rough Hvac** - Prior to the concealment of the ductwork, 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 electrical and rough plumbing inspections, before the installation of insulation, and before stocking with 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 electrical and final plumbing inspections, and after the completion of all interior and exterior work.