

## Guide To Screen Porch Addition Permits

### Fees

- **Building Permit - \$125.00**
- **Zoning Permit - \$40.00**
- **Electrical Permit - \$75.00 plus \$10.00 per 100 square feet (or fraction thereof)**
- The Building Permit and the Electrical Permit will both 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 screen porch addition will be constructed (see plan requirements).
- Two (2) survey based plot plans/site plans showing the location of the proposed screen porch 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 screen porch addition within two weeks or ten working days.
- If the application and plans of the proposed screen porch addition conforms 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 screen porch 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 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 existing structures, the location of the proposed screen porch addition from all property lines and easements.

**Floor Plan** – The floor plan shall show all relevant information, including door swings and window locations. The floor plan must be sufficiently dimensioned.

**Structural Plans** – Structural plans shall show the size of footings, column pads, beams, type of foundation, the ledger board size, and ledger bolt size and spacing. Floor joist size, spacing, and direction of span. Door and window header sizes. The plans shall show the type of roof framing members, size, direction of span, and bearing points of structural beams.

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

**Cross Sections/Wall Sections** – Sections are required to describe the general building construction including footing, foundation, wall, ceiling, floor, and roofing materials. The cross sections or details shall include information on header to stud/post connections, rafters/trusses to top plate connections, stud / post connections to the floor, and other uplift connections.

**Stair Details** – The plans shall show a typical stair detail, including riser height and tread depth, and guardrail or handrail details.

**Guardrail Details** – Screen porches with a floor surface located more than 30 inches above grade shall have guards not less than 36 inches in height, or a protective bar installed 34 inches to 38 inches in height. Please refer to Section 312 of the Residential Code of Ohio for further guard requirements.

**General Notes** – The plans shall include some general notes for items that cannot be described very well in pictorial form. This could include information on soffit and roof ventilation requirements.

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

**Electrical Plan** – A floor plan showing the locations of outlets, switches, and light fixture locations.

## **Plan Considerations**

- The proposed screen porch addition shall not cover or enclose an existing bedroom emergency escape and rescue window.
- The proposed screen porch addition shall not cover or enclose an existing electrical meter or the underground electrical service cable.

## Plan Considerations Continued

- 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 screen porch addition may conceal attic ventilation openings to the existing dwelling. Consideration must be given to replacing or adding new attic ventilation to the existing dwelling.
- If there are excess dirt or spoils from excavation activities, it shall be removed from the property. The existing grades of the property shall be maintained. If there are any proposed grade changes, those changes must be submitted to and reviewed by our engineering department. If you have any questions regarding grades and lot drainage please contact our 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** – (If the screen porch has a concrete or masonry foundation) Before back filling and prior to the installation of any framing member.
- **Rough Electrical** – Prior to the concealment of the work, after all wiring has been run, boxes are set, and splices are complete.
- **Framing** – After the approval of the rough electrical and before the installation of any interior wall or ceiling finishes.
- **Final Electrical** - Prior to the occupancy inspection. After all the devices and fixtures are set and all electrical work is complete.
- **Occupancy** - After the approval of the final electrical, and after the completion of all work on the interior and exterior.