

# 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, all **improved surfaces**, 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 call the Zoning Department at 614.901.6650, option 3.
- If you have questions regarding building issues such as plan requirements pertaining to the foundation, or structural members and drawings, please call the Building Department at 614.901.6650, option 4, 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, and setback distances from all property lines and easements.

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

**Structural Plans** – The structural plans shall show: the size of the footings and depth; type of foundation; floor beam sizes, spans, and spacing; floor joist size, span, and spacing; ledger board size, ledger bolting type, size, and spacing; all door and window header sizes; roof rafter sizes, spans, and spacing; roof beam sizes, and bearing points.

**Note:** A complete load path from the roof to the footing shall be shown with attachment anchors to control uplift and lateral displacement.

**Elevations** – The plans shall include an aerial view of all walls, and exterior elevations (N,S,E,W) to completely show the exterior of the screen porch addition.

**Stair Details** – The plans shall show a typical stair detail, including stringer size, 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 interior & exterior outlets, switches, and light fixture locations. **Note:** a wiring schematic is not required.

## Plan Considerations

- The proposed screen porch addition shall not cover or enclose an existing bedroom emergency escape and rescue window opening. An egress window shall open directly to the exterior or to a public way.

- The proposed screen porch addition shall not cover or enclose an 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.

## **Inspections**

**Footing** – After the excavation, with the form work and any required reinforcing steel in place. This inspection occurs prior to the placement of concrete.

**Foundation** – (If applicable) Before backfilling 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 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.

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