



## Guide to 1, 2, & 3 Family Dwellings

### 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 when 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.
- Provide two (2) sets of plans of sufficient clarity to indicate how the proposed new 1, 2, or 3 family dwelling will be constructed (see plan requirements).
- Provide two (2) survey based plot plans / site plans showing the location of the proposed dwelling (s) and any accessory structures, all improved surfaces, the distances from the property lines and easements, and the proposed elevations of the structures and grades.

### Action on the Application

- The building, zoning, and engineering departments will examine the application and plans of the proposed new 1, 2, or 3 family dwelling within two weeks or ten working days.
- If the application and plans of the new 1, 2, or 3 family dwelling conform to the building, zoning, and engineering 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 1, 2, or 3 family dwelling do not conform to the building, zoning, and engineering 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, pavement 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, structural members and drawings, or the hvac design, please call the Building Department at 614.901.6650, option 4, and ask to speak with a building inspector.
- If you have questions pertaining to foundation elevations or site grading, please call the Engineering Department at 614.901.6650, option 1.
- If you have questions regarding utility billing, please call the Utility Billing Department at 614.901.6430.

## Plan Requirements

**Plot Plan** - The plot plan shall show the location of the proposed dwelling (s), driveway, sidewalks, decks, and or patios, the distances to all property lines, and the elevations of structures and grades.

**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, foundation type and reinforcement (including engineers design). The floor framing shall show all beam sizes and spans; floor joists size, span and spacing, and direction. The roof framing plan shall include a truss plan showing the truss layout and all truss members. If rafters are proposed then a framing plan shall show all rafter sizes, spans and spacing, and direction. Door and window header sizes shall also be shown. The plans shall indicate how "point loads" are transmitted to the supporting elements and/or to the 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 stringer size, riser height and tread depth, also guardrail and handrail details.

**General Notes** - The plans can include some general notes for items that cannot be described very well in pictorial form.

**Truss Drawings** - Roof and 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, or the most current edition of the Residential Code of Ohio Table 1102.1.2.

**System Descriptions** - Descriptions or drawings of the plumbing fixture locations and clearances, electrical panel, outlets, switches, and lighting fixture locations interior and exterior. Also, hvac systems showing all supply air & return air main trunk lines & sizes, branch ductwork sizes, runs, and termination boot locations.

## 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 for three days (ACI 318).

**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 for three days (ACI 318).

**Foundation (poured concrete) Post-pour** – A survey showing the foundation height shall be submitted to the Engineering Department prior to scheduling this inspection. 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.

**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 the top of walls); the top course cores are mortared solid; all anchor bolts have been grouted in place; 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:** During the Winter season, measures shall be taken to protect all materials from freezing.

**Underground Plumbing** – After the plumbing piping has been bedded in place but not covered, with a pressure test applied. This inspection can be made in conjunction with the rough plumbing inspection.

**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 and 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, and protection plates have been installed, and pressure tests have been applied.

**Water Meter Service** - Prior to obtaining and installing the water meter, an account shall be set up with the Utility Billing Department (614.901.6430).

**Electrical Service** – Prior to energization by the Westerville Electric Division. The electrical service will not be energized without an approved account set up with the Utility Billing Department (614.901.6430).

**Rough Electrical** – Prior to the concealment of work, after all wiring (includes low voltage) has been run, equipment installed, boxes are set, and splices are complete.

**Fireplace (masonry)** – After the first flue is set, the 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 exterior has been made weather tight, after 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 Gas Piping** – After all gas lines have been run to each appliance, and are complete with a pressure test applied.

**Sidewalk/Driveway/Approach** – After all form work is set, stone bases are prepped, and prior to pouring concrete.

**Finished Grade** – After the lot grading has been completed and ready for sod. Note: a survey based as built plan shall be submitted to the Engineering Department showing that the exterior grade elevations match the development proposed elevations prior to scheduling the inspection.

**Site Utilities** – After all manholes and curb boxes have been raised to grade and the sod has been laid.

**Landscaping** - Prior to the occupancy inspection, after all shrubs and trees have been planted.

**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.

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