

Ottawa County Department Of Building Inspection

OTTAWA COUNTY COURT HOUSE, ROOM 104
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PORT CLINTON, OHIO 43452
1-800-788-8803
(Ottawa County Residents Only)

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REQUIREMENTS FOR RESIDENTIAL PLAN APPROVALS

THE OTTAWA COUNTY BUILDING INSPECTION DEPARTMENT IS LOCATED ON THE FIRST FLOOR OF THE COURT HOUSE (ROOM 104). THE OFFICE HOURS ARE 7:30 A.M. TO 4:30 P.M., MONDAY THRU FRIDAY. MAILING ADDRESS AND TELEPHONE NUMBER IS SHOWN ABOVE.

TO OBTAIN A PLAN APPROVAL FOR CONSTRUCTION GOVERNED BY THE RESIDENTIAL CODE OF OHIO FOR ONE, TWO AND THREE FAMILY DWELLINGS FROM THE DEPARTMENT OF BUILDING INSPECTION, APPLICANT WILL NEED TO DO THE FOLLOWING:

1. **FOR APPLICANTS BUILDING IN A ZONED COMMUNITY:** Contact your local zoning inspector for zoning approval. Provide Ottawa County Building Inspection with a copy of the zoning application/approval. A site plan is required for this application.
2. **FOR APPLICANTS SERVED BY WELL, CISTERN AND/OR SEPTIC SYSTEMS:** Contact the Ottawa County Health Department for well, cistern, and/or septic system approval. The Health Department is located at 1856 E. Perry Street (St. Rt. 163), at the City/County Complex in Port Clinton, Ohio. Provide Ottawa County Building Inspection with a copy of the Ottawa County Health Department application/approval.
3. **FOR APPLICANTS BUILDING IN A 100 YEAR FLOOD PLAIN (ZONE A) AS DESIGNATED BY THE REGIONAL PLANNING OFFICE (See 4-a below), A DEVELOPMENT PERMIT IS REQUIRED IN ADDITION TO THE BUILDING PERMIT:**
 - a. Follow instructions contained in packet from Building Inspection.
 - b. Follow instructions contained in FEMA Elevation Certificate Forms from Regional Planning.
4. **FOR ALL BUILDING PERMIT APPLICANTS:** Fill out the appropriate application, provide 2 sets of building drawings and pay the calculated fee, along with the requirements listed below:
 - a. **"Sign-Off"** is required by the Regional Planning Office (Room 107 – Court House) for all building permits.
 - b. Applicants served by public water and sewer require a **"Sign-Off"** from the Sanitary Engineer Office (Room 105 – Court House). Carroll Twp. Residents require a **"Sign-Off"** from Carroll Twp. Water Dept., 10340 W. St. Rt. 2 (419-898-5028).
 - c. Applicants with county road or state highway access may need a **"Sign-Off"** by the County Engineer (Room 106 – Court House) or the State Highway Department in Oak Harbor. Deposit and permit application is required by the County Engineer's office prior to **"Sign-Off"**.

REVISED: January 1, 2014

d. Required Building Drawings shall include:

1. **Plot Plan** drawn to scale or site survey showing the location of all road easements, drainage facilities, adjacent grades, property lines, existing structures on the property, the proposed new building, addition or alteration.
2. **Foundation Plan** showing size and depth of footings, height of wall, reinforcing, anchor bolts and other required details, including dimensions.
3. **Floor Plan** showing the size and use of all spaces to include location of appliances, plumbing fixtures, windows, doors and other openings, including dimensions of all spaces.
4. **Framing Plans** showing the size and spacing of all joists, rafters and beams to include species and grade of lumber. (May be included on floor plans.)
5. **Building Elevations** to show location of all openings and pitch of roof areas exterior siding and material.. (All exterior elevations required.)
6. **Wall Section** to show framing details, building materials, and ceiling heights. For multi-family dwellings, include fire-rated wall detail and listing.
7. **Show Compliance with 2009 IECC.** Applicants may choose one (1) of four (4) compliance paths or submit a REScheck Worksheet.
8. **All drawing sheets** to have owner's name and address of project on lower right hand corner.

Normal review and processing time is 3 to 5 business days prior to issuing the building permit. When approved, both sets of drawings will be stamped and signed. The permit, conditions of approval and schedule of inspections will be issued by the Building Inspection Department. One set of the drawings will be retained by this Department and the second set shall be maintained at the construction site by the permit applicant. **No work is to commence at the job site until the building permit has been issued.**

5. **PRE-ENGINEERED WOOD ROOF AND FLOOR TRUSS DESIGN DRAWINGS ARE TO BE SUBMITTED AND APPROVED PRIOR TO FABRICATION.**
6. **CONDITIONS TO PLAN APPROVAL:** The owner and/or contractor will be responsible for compliance with the adopted building code and the approved plans including requirements cited by the conditions to plan approval.
7. **SCHEDULE OF INSPECTIONS:** Required inspections and stages of construction are issued with the building permit.
8. **A CERTIFICATE OF OCCUPANCY IS REQUIRED TO BE ISSUED AT THE COMPLETION OF CONSTRUCTION AND UPON APPROVAL OF ALL REQUIRED INSPECTIONS.** (Applies to new home, home additions and alterations only.)

TO OBTAIN A HEATING OR ELECTRICAL PERMIT, FILL OUT THE APPROPRIATE APPLICATION AND PAY THE CALCULATED FEE. PERMIT IS ISSUED UPON COMPLETION OF THE APPLICATION AND PAYMENT OF FEES.

COPY OF THE APPLICATION FOR PERMIT AND FEE SCHEDULE CAN BE OBTAINED AT THE DEPARTMENT OF BUILDING INSPECTION.