

# **RESIDENTIAL ACCESSORY STRUCTURES (1,2 AND 3 FAMILY DWELLINGS)**

**Hamilton County Planning and Development, Room 801 County Administration Building (513) 946-4550**

**I. WHEN IS A BUILDING PERMIT REQUIRED FOR A RESIDENTIAL ACCESSORY STRUCTURE?**

Building permits are required for all residential accessory structures that do not meet all of the following criteria: (1) total floor area of 200 square feet or less;

- (2) exterior walls that are a minimum of six (6) feet from any other structure; and
- (3) exterior walls that are a minimum of three (3) feet to any property line.

**II. WHEN IS A ZONING CERTIFICATE REQUIRED?**

Zoning Certificates are required for all residential accessory structures (regardless of size).

**III. WHAT CODES/REGULATIONS ARE APPLICABLE?**

All work performed must be in accordance with all applicable laws and ordinances.

Contact the following agencies:

Hamilton County Department of Building Inspections ( <i>HCBC</i> )	(513) 946-4550
Hamilton County Rural Zoning Commission (or local township zoning administrator)	(513) 946-4501
Hamilton County Health Department (if private sewage)	(513) 946-7800
Hamilton County Department of Public Works	(513) 946-4750

**IV. HOW DO I OBTAIN A PERMIT?**

**NOTE:** The Zoning Certificate must accompany the permit application.

Complete an application for a building permit and submit three copies of building plans, with approved site plans attached to each, for review, to the Department of Building Inspections, Room 803 County Administration Building, 138 E. Court Street, Cincinnati, Ohio 45202. A non-refundable plan processing fee must be paid at the time of application. Contact a Building Department Permit Specialist for details prior to submitting.

**NOTE:** Filing of application for a building permit does not constitute permission to begin the work.

An acceptable set of plans shall include the following:

**A. Plot Plan - Drawn to a uniform scale (not less than 1" = 50 feet) showing:**

1. Property lines with dimensions
2. All existing and proposed structures
3. Distance from the house to the proposed building
4. North arrow
5. Distance from the property lines to the proposed building
6. Proposed finished grade elevations at the corners of the structure.

**B. Building Plans - Drawn to a uniform scale (not less than 1/4" = 1 foot) showing:**

1. An index of the documents with all sheet numbers indicated. All submitted sheets should identify the project address and the names and addresses of the property owner, the contractor, and the person who prepared the drawings.
2. A fully dimensioned foundation plan indicating a view of the foundation from above prior to the placement of any framing lumber. This drawing should show the footing width and thickness, foundation wall thickness, anchor bolt size, spacing and embedment, steps in foundation wall heights, or changes in thickness.

3. A fully dimensioned floor plan indicating a view of the structure from above with all roof and floor sheathing removed. This drawing should show all framing member sizes and spacings, i.e., floor & ceiling joists, rafters, rafter ties, ridge boards, ridge beams, columns, beams and headers (over openings), window and door sizes, concrete floor information, etc.
4. A fully dimensioned wall section of each type of wall. This drawing should show all materials, lumber sizes, lumber grades, wall construction, roof construction, roof coverings, roof pitches (slope). Include stud size and spacing, wall bracing, vapor barrier, insulation, partition anchorage, etc.
5. Accessory structures requiring permits must be placed on a footing and/or foundation complying with the *Hamilton County Building Code*.

V. **WHAT HAPPENS AFTER I APPLY FOR MY PERMIT?**

The aforementioned agencies will review the application. If any of the agencies have questions or comments, they will contact the applicant (the person who signed the application form). Corrections must be approved within 60 days. Upon receipt of the necessary approvals, a Building Department Permit Specialist will notify the applicant that the permit is ready and the balance of the permit fee that may be due.

VI. **WHAT IS REQUIRED AFTER THE PERMIT IS ISSUED?**

All work must be performed in accordance with the approved plans, the *Hamilton County Building Code*, the *Hamilton County Zoning Resolution* (or applicable township zoning code), the *Hamilton County Flood Damage Prevention Regulations*, *National Electric Code*, and other applicable ordinances. The permit will expire if work is not started, is postponed, abandoned, or an inspection is not requested within six months of the issue date.

VII. **INSPECTIONS REQUIRED (24 hour minimum notice)**

Department of Building Inspections

(513) 946-3780

1. Soil Inspection
2. Framing Inspection
3. Final Inspection