

PARTIAL PERMITS

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

I. **WHAT IS A PARTIAL BUILDING PERMIT?**

A permit for the construction of a portion of either a commercial or residential structure before the submission of a complete set of drawings and specifications is considered to be a partial permit. Such a permit, granting approval for part of the total work, is available at the discretion of the Building Official for footings and foundations, shells, and interior finishes.

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

All work performed must be in accordance with the *Ohio Building Code* (includes *NFPA*), the *Hamilton County Building Code*, the *Hamilton County Zoning Resolution* (or applicable township zoning code), and all other relevant laws and ordinances. Contact the following agencies:

Hamilton County Department of Building Inspections	(513) 946-4550
Hamilton County Zoning Department (or local township zoning administrator)	(513) 946-4501
Hamilton County Board of Health	(513) 946-7800
Hamilton County Department of Public Works	(513) 946-4750
Hamilton County Engineer	(513) 946-4250
Metropolitan Sewer District	(513) 244-1350
Ohio Environmental Protection Agency	(513) 285-6357
Cincinnati Water Works	(513) 591-7859
Inspection Bureau, Inc.(National Electric Code)	(513) 381-6080
Applicable Fire Department	

III. **HOW DO I OBTAIN A PARTIAL PERMIT?**

NOTE: The Zoning Certificate must accompany the permit application.

Complete an application for a building permit and submit sets of building plans for review to the Department of Building Inspections, Room 803 County Administration Building, 138 E. Court Street, Cincinnati, Ohio 45202. Surveys and/or plot plans must be prepared and sealed by an Ohio registered surveyor. Building plans must be prepared and properly sealed by an Ohio registered Architect or Professional Engineer. All design professionals must properly seal the plans which they are responsible for. Adequate information and a statement must be filed, demonstrating the hardship entailed if said work is delayed until completion and approval of the drawings and specifications. A non-refundable plan processing fee must be paid at the time of application. The number of sets of plans required depends on location and extent of work. Contact a Building Department Permit Specialist for details prior to submitting.

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

An acceptable set of plans should include the following:

- A. All pages and data properly sealed by the appropriate design professional.
- B. An index of drawings.
- C. A plot plan showing lot dimensions, setbacks and side yard dimensions, street name and location, off-street parking spaces, access drives, all buildings on the lot along with their dimensions, height in stories, type of construction and uses, location of proposed building and any existing buildings relative to each other and to property lines. Outside agency approvals are required from MSD, Ohio E.P.A., Hamilton County Department of Public Works, the Hamilton County Engineer, and Cincinnati Water Works.
- D. Floor plans, drawn to scale, with identification of the person responsible for their preparation or architect's or engineer's stamp/seal if prepared by same, showing at least the following, where appropriate to the permit:
 - 1. Existing and proposed uses of all rooms and areas.
 - 2. Dimensions of all rooms, including ceiling heights.

3. Type of building materials used in the construction of all foundations, walls, floor/ceiling, and roof framing.
4. Means of egress, including sizes, swings and locations of doors, corridors, stairways, etc.
5. Door hardware information.
6. Size, type and operation of glazed assemblies (windows).
7. UL ratings of required fire resistive construction.
8. Fire rating classifications of all finish materials.
9. Means of egress lighting and location of exit signs.
10. Information of all required fire protection systems.
11. Fire classification rating and construction of roof.

- E. All elevations of exterior surfaces, including floor to floor dimensions.
- F. Cross sections, wall sections, and details with copies of all UL assemblies and numbers.
- G. Structural drawings, including all framing members and a table of live loads and dead loads.
- H. Description and layout of both the mechanical and electrical systems, including plumbing schematics, duct vent, and piping layouts, as well as gas line information and lighting and power plans. Note location, number, type and details of plumbing fixtures.
- I. Information on elevator and dumbwaiter shafts.
- J. Display compliance with energy conservation codes and ADA accessibility guidelines

IV. **WHAT HAPPENS AFTER I APPLY FOR MY PARTIAL PERMIT?**

The aforementioned agencies will review the application. If any of the agencies have questions or require corrections, 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 application is approved and the balance of the permit fee that may be due. After approval and payment, a permit will be issued.

V. **WHAT IS REQUIRED AFTER THE PARTIAL PERMIT IS ISSUED?**

All work must be performed in accordance with the approved plans, the *Ohio Building Code*, the *Hamilton County Building Code*, the *National Electric Code*, the *Hamilton County Zoning Resolution* or applicable township Zoning 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. The holder of such partial permit for the foundations or other part of the building or structure shall proceed at his own risk with the building operation and without assurance that a permit for the entire structure will be granted.

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

Hamilton County Department of Building Inspections	(513) 946-3780
1. Soil Inspection	
2. Slab Inspection	
3. Frame Inspection	
4. Insulation Inspection	
5. Fire Suppression Inspection	
6. Fire Alarm Inspection	
7. Final Inspection	
Hamilton County Zoning Department (or applicable township zoning)	(513) 946-4501
Hamilton County Board of Health - Plumbing Division	(513) 946-7800
Hamilton County Board of Health - Food Service Operation License	(513) 946-7800
Hamilton County Department of Public Works	(513) 946-4750
Hamilton County Engineer	(513) 946-4250
Inspection Bureau, Inc.	(513) 381-6080
Fire Prevention - Contact local fire department	