

NEW ONE, TWO AND THREE FAMILY DWELLINGS

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

I. **WHEN IS A BUILDING PERMIT REQUIRED FOR A RESIDENCE?**

Permits are required for all residences.

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

All work must be performed in accordance with the *Hamilton County Building Code*, the *Hamilton County Zoning Resolution* (or applicable township zoning code), and all other applicable laws and ordinances.

Contact the following agencies:

Hamilton County Department of Building Inspections	(513) 946-4550
Hamilton County Rural Zoning Commission (or local township Zoning Administrator)	(513) 946-4501
Hamilton County Board of Health (if private sewage)	(513) 946-7800
Hamilton County Department of Public Works	(513) 946-4750
Hamilton County Engineer (or other)	(513) 946-4269
Inspection Bureau, Inc. (NEC)	(513) 381-6080
Cincinnati Water Works (if city water)	(513) 591-7859

III. **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 a registered survey attached to three copies of building plans for review to the Hamilton County Department of Building Inspections, Room 803 County Administration Building, 138 E. Court Street, Cincinnati, Ohio. 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 (and property dimensions) and street name(s).
2. All existing and proposed structures.
3. Distances from house to all property lines.
4. Note existing and proposed grades at building corners, ends of driveway, and on side lot lines opposite building corners.
5. Provide elevations of all floor levels including the garage slab.
6. Note materials and widths of all paving, driveways, walks, etc.
7. North arrow.
8. Title, name of builder or owner, date and surveyor's seal.
9. All easements.
10. Overflow ditches with sectional detail and drainage plan.
11. Contours lines of the existing and proposed topography.

B. **Construction Details**

1. Foundation and footing plan, show wall thickness, and beam sizes.
2. Floor plans identifying all rooms and spaces, window and door sizes.
3. Exterior elevation of each exterior wall surface.

4. Cross sections and wall sections (for all walls, not just one "typical").
5. Floor and roof framing plans.
6. Stair details.
7. Chimney section.
8. Deck details.
9. Special structural details such as sunken floor joist supports, etc.
10. Heat loss calculations

C. Additional Requirements

1. Obtain a copy of Examiner's Checklist and personally verify all required information is on the plans.

IV. **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). Corrected plans 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.

V. **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 *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.

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

Hamilton County Department of Building Inspections (IVR)	(513) 946-3780
1. Soil Inspection	
2. Slab Inspection	
3. Framing Inspection	
4. Insulation Inspection	
5. Final Inspection	
Inspection Bureau, Inc.	(513) 381-6080
Hamilton County Board of Health (plumbing and/or private sewage)	(513) 946-7800