

DELAWARE COUNTY
APPLICATION FOR PLAN APPROVAL AND BUILDING PERMIT
RESIDENTIAL ONE, TWO AND THREE FAMILY
6-29-17

Date _____ Application Number _____

Property Address _____

Subdivision _____ Lot # _____ Parcel # _____

City/Village _____ Zip _____ Township _____

Owner Name _____ Phone Number (____) _____

Current Address _____ City, State _____ Zip _____

General Contractor: _____ Phone (____) _____

Address _____ City, State _____ Zip Code _____

Email _____

Phone number for text message notification of inspection results (____) _____ (not mandatory)

Please specify what phone company you have ☐ AT & T ☐ Nextel ☐ Sprint ☐ T Mobile ☐ Verizon

Brief description of work to be done _____

Check all that apply:

☐ Single Family Home ☐ Manufactured Home, ☐ Addition ☐ Alteration ☐ Deck ☐ Accessory ☐ Pool
or Industrialized Unit

Building size: Basement: _____ Sq. Ft. Number of Bedrooms: _____

First Floor _____ Sq. Ft. Number of Bathrooms: _____

Second Floor _____ Sq. Ft. Number of Masonry Fireplaces: _____

Garage _____ Sq. Ft. Number of Pre Fab Fireplaces: _____

Total _____ Sq. Ft.

Deck _____ Sq. Ft. Construction Cost \$ _____

Electrical (Check all that apply): * Please note recent change to application; "sub panel" information now requested

☐ Temporary Electric Service ☐ Permanent Service (if accessory building, alteration., etc.) ☐ Low Voltage

Permanent Service size: ☐ (< or = 400 amp.) ☐ (> 400 amp.) ☐ (> or = 600 amp.) ☐ Generator ☐ Misc. wiring

* ☐ Sub-Panel(s) how many, _____ what size(s) _____ (amps) ☐ Devices only.

Gas appliances (indicate number of units)

____ Furnace ____ Water Heater ____ Cook Top ____ Clothes Dryer ____ Pre Fab Fireplace(s) ____ Range

____ Grill ____ Log Lighter(s) ____ Other (indicate) _____

HVAC Equipment (indicate number of units, other than gas units listed above):

____ Elect. Furnace ____ Air Conditioner ____ Heat Pump ____ Other (indicate) _____

Do floodplain regulations apply? Yes ____ No ____

Please return plans to me upon issuance of occupancy permit. _____ (homeowner to initial) Plans will be held 30 days.

Certification: I hereby certify that the proposed work is authorized by the owner of record, and that I have been authorized by the owner to make this application as his authorized agent and agree to conform to the regulations and all applicable codes and laws of the State of Ohio and the County of Delaware.

Signature of Owner/Agent _____ Print or type name here _____ Date _____

Phone: (____) _____

SEE REVERSE -- CHECKLIST MUST BE COMPLETED

All submittals require **two** complete packets; each stapled together and all plan options clearly marked

Application requirements for additions, alterations, basement finish and new homes

- ☐ Certified house number (for new homes)
- ☐ Copy of zoning permit (required at time of application (DC400 (3))
- ☐ Drainage permit (5 acres or more) or DESC permit (less than 5 acres)
- ☐ Two (2) plot plans showing location of structure and driveway. (If required by subdivision, the plot plan must indicate approved finish grade or finished floor elevation and proposed grading plan.)
- ☐ Copy of septic permit for a new house or an alteration of the septic system; or approval letter if not on public sewer for an addition or alterations; (required at time of application (DC400 (3))
- ☐ Two complete sets of plans (Based on 2013 Residential Code of Ohio) (see itemized list below)
- ☐ For Manufactured Housing Units; must provide supplemental form identifying the installer or installers by name and license number.

Deck, Pools and Accessory buildings***

- ☐ Certified house number (for vacant lots)
- ☐ Two plot plans
- ☐ Copy of zoning permit (required at time of application (DC 400(3))
- ☐ Two complete sets of plans (Based on 2013 Residential Code of Ohio) (see itemized list below)
- ☐ Drainage permit (5 acres or more)
- ☐ Health Department letter approving placement of proposed project in relationship to existing and secondary sewage system.
- ☐ ***Pole Building** drawings also require a sealed engineered plan for buildings that exceed the minimum requirements of section 324 of the 2013 Residential Code of Ohio. (ask for residential accessory buildings handout)
- ☐ ****Pool** submittals must also include a completed Swimming Pool information sheet.

IF INCOMPLETE INFORMATION IS SUBMITTED WITH APPLICATION ON ANY OF THE ABOVE ITEMS, IT WILL STOP THE APPLICATION PROCESS. SUBMITTAL WILL BE RETURNED FOR COMPLIANCE TO THIS CHECKLIST.

The two complete sets of required construction drawings for additions, alterations, basement finish, accessory buildings, and new homes shall also include the information listed below before full approval can be granted.

- ☐ Two (2) signed Model Energy Codes, 2009 IECC version or newer, (not required for basement finish)
- ☐ Two (2) foundation designs per RCO 2013 (not required for finish basement)
- ☐ Two (2) Manual J if using existing heat system (not required for finish basements if insulating basement walls with R-11 or better)
- ☐ Two (2) light and vent schedules (not required for accessory buildings)
- ☐ Two (2) sets of **stamped** truss drawings and truss layout sheets at time of submittal (if applicable)
- ☐ Two (2) sets of pre-engineered floor joist layout drawings from manufacturer (if applicable)
- ☐ Two (2) sets of HVAC drawings (show location of furnace and hot water tank, BTU rating, register location and size, proposed duct location and size)
- ☐ Two (2) sets of electrical drawings (show panel size and location, service riser diagram, fixture layout, receptacle and switch locations, smoke detector locations, conductor size)

ALL ITEMS LISTED ABOVE ARE REQUIRED TO BE SUBMITTED FOR PLAN APPROVAL. ADDED FEES FOR ADDITIONAL REVIEWS WILL BE ASSESSED IF ITEMS ARE NOT PROVIDED AT TIME OF THE INITIAL APPLICATION.

I hereby agree to the above conditions.

Owner/Agent _____ Date _____

All handwritten revisions to plans will be accepted but shall be copies (no original ink, white out or similar changes will be accepted.)