

DELAWARE COUNTY BUILDING SAFETY

RESIDENTIAL

APPLICATION FOR PLAN APPROVAL AND PERMIT



Parcel # _____

Date: _____

Office use: Permit #: _____

Is this submittal a revision to approved plans? Yes No If Yes, Provide permit # _____

DESC/drainage approval # _____ Zoning approval # _____

Sewer/septic approval #: _____ Soil & water approval# _____
(Above required before issuance of Permit)

Property Owner: _____

Applicant: _____

Email: _____ Phone number: _____

Contractor: _____

Email: _____ Phone number: _____

Project Site Information:

Certified address: _____ City/Village: _____

Zip code: _____ Township: _____

Lot #: _____ Subdivision name: _____

Site contact person: _____ Email: _____

Phone Number: _____

Type of work: (circle all that apply)

New Build: One Two or Three Family Deck Addition

Alteration Accessory structure Post Frame structure Demo Foundation only

Manufactured home Industrialized Unit Other: _____

Project/Work description: _____

Structure Details: (must be provided in order to process application)

Basement(s): _____ sf Third floor: _____ sf Bedroom(s) _____

First floor: _____ sf Garage: _____ sf Bathroom(s) _____

Second floor: _____ sf Deck: _____ sf Masonry fireplace(s) _____

Project Totals

Total Project: _____ sf Estimated Project Cost: \$ _____

Do Floodplain regulations apply? Yes No if Yes, flood plain application required

(continued)

DELAWARE COUNTY BUILDING SAFETY

ELECTRICAL

Name: _____

Email: _____ Phone number: _____

Scope of work: _____

(circle all that apply)

Permanent service

Temporary Service

Low Voltage

Generator(s) size/type: _____ sub panel(s) _____ size: _____ amps

other: _____

Mechanical

Name: _____

Email: _____ Phone number: _____

Scope of work: _____

Heating system: (circle all that apply) New Replacement Furnace(s) how many _____ Type of fuel _____

A.C. unit(s) how many _____ Heat pump(s) how many _____ Other: _____

Fuel Gas

Name: _____

Email: _____ Phone number: _____

Scope of work: _____

Appliances:(indicate how many) Furnace(s) _____ water heater(s) _____ pre-fab fireplace(s) _____ other: _____

* I hereby certify the above information is correct and that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as the owners agent and agree to conform to the regulations and all applicable codes and laws of the State of Ohio and Delaware county, including the Department of Building Safety virtual inspection program *

Signature of Owner/Owner Agent

Print Name

Phone number

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

All required items **MUST** be submitted at the time of application. Packets that are missing required documentation **WILL NOT** be accepted by Delaware County Building Safety.

* **TWO** copies of each item listed below must be submitted. *

Application requirements new homes, additions, accessory structures*, decks and pools**

- Certified house number (new homes and vacant lots)
- Zoning permit (DC400(3))
- Drainage permit (new homes, accessory structures, and pools (5 acres or more)) DESC (new homes (less than 5 acres))
- Plot plan showing the location of structure and driveway. (If required by the subdivision, the plot plan must indicate approved finish grade or finished floor elevation and proposed grading plan.)
- Septic permit if not on public sewer (new house or alteration of the septic system); Health Department approval letter if not on public sewer (additions and alterations) (DC400(3))
- Complete set of Plans (Based on the 2019 Residential Code of Ohio section 106.1.3)
- Manufactured housing units; provide supplemental form identifying the installer or installers by name and license number.
- *Post Frame Structures also require sealed engineered plans for buildings that exceed the minimum requirements of section 328.1 of the 2019 Residential Code of Ohio. (Ask for a residential accessory structure handout.)
- **POOL submittals must also include a completed swimming pool information sheet.

Application requirements for alterations and basement finishes

- Zoning permit (if required by the Township) (DC400(3))
- Septic permit if not on public sewer (new house or alteration of the septic system); Health Department approval letter if not on public sewer (additions and alterations) (DC400(3))
- Complete set of Plans (Based on the 2019 Residential Code of Ohio section 106.1.3)

The two completes sets of required construction drawings for additions, alterations, basement finishes, accessory structures and new homes shall also include the information listed below before plans can be completely approved.

- Signed Model Energy Codes, 2018 IECC version or newer, (not required for basement finish)
- Foundation designs per RCO 2019 (not required for finish basement)
- Manual J if using existing heat system (not required for finish basements if insulating basement walls with R-11 or better)
- Light and vent schedules (not required for accessory buildings)
- Stamped truss drawings and truss layout sheets at time of submittal (if applicable)
- Pre-engineered floor joist layout drawings from manufacturer (if applicable)
- HVAC drawings (show location of furnace and hot water tank, BTU rating, register location and size, proposed duct location and size)
- Electrical drawings per NEC 2017 (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.

Signature of Owner/Agent

Date

Building Safety Employee Signature