

DELAWARE COUNTY  
APPLICATION FOR PLAN APPROVAL AND BUILDING PERMIT  
RESIDENTIAL ONE, TWO AND THREE FAMILY  
5/15/23

Date \_\_\_\_\_ Permit Number \_\_\_\_\_

Property Address \_\_\_\_\_

Subdivision \_\_\_\_\_ Lot # \_\_\_\_\_ Parcel ID \_\_\_\_\_

City/Village \_\_\_\_\_ Zip \_\_\_\_\_ Township \_\_\_\_\_

Owner Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Current Address \_\_\_\_\_ City, State \_\_\_\_\_ Zip \_\_\_\_\_

General Contractor \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_ City, State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

**Site Contact:** \_\_\_\_\_ Phone Number \_\_\_\_\_

**Email** \_\_\_\_\_

Brief description of work to be done \_\_\_\_\_

**Check all that apply:**

- Single Family    Two Family    Three Family    Manufactured Home or Industrialized Unit    Pole Barn  
 Addition    Alteration    Accessory Structure    Deck    Above Ground Pool    Below Ground Pool

**Details of Work Being Done:**

Basement _____ Sq. Ft.	Number of Bedrooms _____
First Floor _____ Sq. Ft.	Number of Bathrooms _____
Second Floor _____ Sq. Ft.	Number of Masonry Fireplaces _____
Garage _____ Sq. Ft.	
<b>Total</b> _____ <b>Sq. Ft.</b>	
Deck _____ Sq. Ft.	<b>Construction Cost \$</b> _____

**Electrical (check all that apply):**

- Temporary Electric Service    Permanent Service    Devices Only    Misc. Wiring  
 Sub-Panel(s): Total Number \_\_\_\_\_ Size(s) \_\_\_\_\_ (amps)

**Gas Appliances (indicate number of units):**

Furnace \_\_\_\_\_ Water Heater \_\_\_\_\_ Pre-Fab Fireplace \_\_\_\_\_ Other (indicate) \_\_\_\_\_

**HVAC Equipment (indicate number of units):**

Electric Furnace \_\_\_\_\_ Air Conditioner \_\_\_\_\_ Heat Pump \_\_\_\_\_ Other (indicate) \_\_\_\_\_

**Is there floodplain on the property?**    **Yes (floodplain application is required)**    **No**

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 or her 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, including the Department of Building Safety Virtual Inspection Program.

Signature of Owner/Agent \_\_\_\_\_ Print/Type Name \_\_\_\_\_ Date \_\_\_\_\_

Phone Number \_\_\_\_\_

\_\_\_\_\_  
**Building Safety Employee Signature**

**SEE REVERSE- CHECKLIST MUST BE COMPLETED**

New home submittals require TWO complete packets; 1 paper copy each stapled together and all plan options clearly marked, 1 electronic set in PDF format on a USB drive. All other submittals must be submitted electronically to [residential@co.delaware.oh.us](mailto:residential@co.delaware.oh.us). 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.

**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, alterations, accessory buildings and swimming pools ) (DC400(3))
- Complete set of Plans (Based on the 2019 Residential Code of Ohio)
- Manufactured housing units; provide supplemental form identifying the installer or installers by name and license number.
- \*POLE BUILDING drawings also require a sealed engineered plan for buildings that exceed the minimum requirements of section 324 of the 2019 Residential Code of Ohio. (Ask for a residential accessory building 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)

**Construction drawings for additions, alterations, basement finishes, accessory structures and new homes shall also include the information listed below before full plan approval can be granted.**

- 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)
- LVL data sheets (if drawings are not sealed by a design professional)

**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