

COMMERCIAL PERMIT PROCEDURES

1. **Zoning Approval:** The following townships require separate zoning certificates. All other townships will be done through the Building Department.

**Fairfield Township:	887-4400	**Liberty Township:	759-7500
Morgan Township:	738-8279	St. Clair Township:	887-9006
Wayne Township:	424-9661	**West Chester Twp.	777-4214
**City of Trenton:	988-6306		

- **Fire Department Approval:** If the property in question is located in West Chester Twp., Liberty Twp., Fairfield Twp., Ross Twp., Hanover Twp. or City of Trenton, Fire Department approval must be submitted along with the zoning approval before plans are submitted for building permit approval.

2. **Driveway Applications:** Driveway aprons must be installed and have a construction inspection before a building permit will be released. If the property is located on a state route, an application must be submitted with ODOT (513) 932-6577. Applications may be obtained on the Butler County Engineer's Office web page www.bceo.org or through the Engineer's Office at 867-5744.
3. **Address or "Parcel" Slip:** Obtain an address slip through the Plat Dept, Engineer's Office, located at 1921 Fairgrove Ave., Hamilton, Ohio 45011 513-867-5744.
4. **Building Permit Applications:** To apply for a building permit, proceed to the 1st Floor Administration Building. The following is necessary: **\$30 APPLICATION FEE**

New Construction / Additions / Sales Trailer:

Four (4) complete sets of construction plans, including plumbing schematics and site location drawing. (3 full size – 1 reduced)

Two (2) complete sets of **civil engineer drawings**; including drainage calculations, grading plan, utility plan and dimension plans.

Two (2) sets of separate electrical plans (1 full size – 1 reduced)

Tenant Finish /Alteration/ Remodel:

Four (4) complete sets of construction plans, including plumbing schematics and site location drawing. (3 full size – 1 reduced)

Two (2) sets of separate electrical plans (1 full size – 1 reduced)

HVAC / Range Hood / Fire Alarm / Sign /Co Location / Telecommunication Cabinet:

Two (2) sets of construction plans (1 full size – 1 reduced)

Sprinkler / Hood Suppression / Undergrund / Racking / :

Four (4) complete sets of construction plans (3 full size – 1 reduced)

Tent **2 sets – Plus Tent Addendum**

Electric:

Two (2) sets of separate electrical plans (1 full size – 1 reduced)

5. **Health Release:** If plumbing is involved or you are not on Public Water and Sewer, a Health Release must be obtained before a building permit will be issued. Plumbing permits and related testing may also be obtained at the Health Department, 301 South Third Street, 863-1770.

*If on a septic system, applicant must apply at the Health Department.

6. **Electric, HVAC, Fire Protection, etc. Permits:** These permits are **SEPARATE** from the building permit and must be obtained by a Registered State License Contractor. Inspections are required depending upon type of job.

7. **Water & Sewer:** Payment of Water and Sewer tap fees can be done on the 1st Floor (887-3066) Administration Building and must be done before picking up a building permit.

8. **Soil & Water Conservation:** Fee will be assessed (when applicable) and paid for at permit issuance. (887-3720).

9. **Certificate of Occupancy:** A Certificate of Occupancy must be obtained before occupancy is taken. A Certificate of Occupancy will be issued after the following:

**FINAL BUILDING INSPECTION
FINAL ELECTRIC INSPECTION
FINAL PLUMBING INSPECTION
FINAL BCEO INSPECTION
FINAL ZONING INSPECTION***

*if in Fairfield, Liberty or West Chester Townships

48 Hour Notice for all Certificates of Occupancy

A fine of \$500.00 will be assessed if occupancy is taken without an official CO

The approximate turn-around time for a permit application is two weeks; pending any revisions. At this time, a call must be placed to inquire the status. If ready, it will be filed under the construction address, as applied for. Two (2) checks will be required upon picking up your permit, (1) Butler County Building Department and (1) Majed Dabdoub or Charlie Meyer plans examiner (**MUST BE SEPARATE CHECKS**).

Please call 24 hours in advance for inspections

PERMIT NUMBERS ARE REQUIRED TO SCHEDULE INSPECTION