

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:	777-6083
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., 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 Room, Engineer's Office, located on the 3rd Floor Administration Building 887-3500.

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) full sets of construction plans, including plumbing schematics and site location drawing.

Three (3) complete sets of **civil engineer drawings**; including drainage calculations, grading plan, utility plan and dimension plans.

Two (2) sets of separate electrical plans

Tenant Finish /Alteration/ Remodel:

Four (4) full sets of construction plans, including plumbing schematics and site location drawing.

Two (2) sets of separate electrical plans

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

Two (2) sets of construction plans

Sprinkler / Hood Suppression:

Four (4) full sets of construction plans

Electric:

Two (2) sets of separate electrical plans

Please Note: All submittals must include one (1) complete set of reduced plans no larger than 18 x 24. 1st page of each set must be embossed & signed, all other pages may be rubber stamped or reproduced.