

RESIDENTIAL 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

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, 130 High St., Hamilton, 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**
Construction Plans: Three (3) full sets of construction plans, including any truss bearing or soils information.
****NOTE: Plans must include ResCheck, Wall Sections and Wall Bracing****
Mechanical System Description Form: attached to each set of plans
Lot Erosion & Sediment Control Permit Application

Please Note: All submittals must include at least one set of reduced plans no larger than 11 x 17

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| Plot/Site Plans: | Five (5) copies if township does not issue zoning certificate.
Four (4) copies if township has own zoning jurisdiction. |
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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, Hamilton, Ohio, 863-1770.
*If on a septic system, applicant must apply at the Health Department.
 6. **Electric Permit:** This permit is **SEPARATE** from the building permit but can be obtained at the Building Department, 130 High Street. Inspections are required depending upon type of job.
 7. **Environmental Services:** Payment of Water and Sewer tap fees can be done on the 1st Floor 130 High St. Hamilton, Ohio (887-3066) in the Administration Building and must be done before picking up a building permit.
 8. **Soil and Water Conservation:** Fee will be assessed (when applicable) and paid for at permit issuance (887-3720).

9. **Certificate of Occupancy (CO):** 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 DRIVEWAY INSPECTION
FINAL ZONING INSPECTION*
FINAL SOIL & WATER 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 7-10 working days pending any revisions. At this time, a call must be placed to inquire its status. If ready, it will be filed under the construction address, as applied for.

The following inspections are required (when applicable):

1. Footer inspection before concrete is poured.
2. Foundation inspection before backfilling.
3. An electrical / plumbing rough.
4. A framing & HVAC inspection.
5. An insulation inspection.
6. A sump line inspection.
7. A final electric / plumbing inspection
8. A final building inspection.

Please call 24 hours in advance for inspections

(513) 887-3204