

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:	759-7500
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 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 (CASH/CHECK ONLY)
ZONING CERTIFICATE (See item 1)

NEW HOME:

Construction Plans:

Residential Application

3 full sets of construction plans with the following attached:

- Any truss bearing or soils information
- Wall Sections and Wall Bracing -
- Energy Code
- Mechanical System Description Form
- Plot Plan

Lot Erosion & Sediment Control Permit Application w/plot plan attached
1 Additional Plot Plan

***ADDITION/*ALTERATION/*REMODEL/*FINISHED BASEMENT/*FIRE DAMAGE REPAIR
POLE BARN/GARAGE/DECK/IN-GROUND POOL/SHED/ETC.**

Application

Construction Plans: Three (3) full sets of construction plans with Plot Plan Attached

* Mechanical System Description Form & Energy Code (each set)

Lot Erosion & Sediment Control Permit Application w/plot plan attached
1 Additional Plot Plan

HVAC REPLACEMENT/ ELECTRIC SERVICE OR REPAIR/SWIMMING POOL ELE./RE-ROOF
APPLICATION
ADDENDUM

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

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 Permit:** This permit is **SEPARATE** from the building permit but can be obtained at the Building Department. 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 (887-3066) 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:** 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.

PERMIT NUMBER IS REQUIRED FOR SCHEDULING INSPECTIONS

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