



## DEPARTMENT OF BUILDING REGULATIONS

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### Guide for Obtaining a Residential Building Plan Approval

The following process outlines the steps required to obtain a building plan approval (the issuance of a permit) for construction of residential structures. This information is applicable to residential projects in Richland County with the exception of the City of Mansfield and the Village of Bellville.

1. Obtain a zoning permit from your local zoning inspector. A list of zoning inspectors is available on our website or by calling our office. Your local zoning inspector in cities and villages can also help you determine whether your project is located in a Special Flood Hazard Area (floodplain) and if any special construction is required. For projects located in the unincorporated areas of the county (townships), this office enforces floodplain regulations. See step 5 below.
2. Verify with the local Health Department that your septic system or method of sewage disposal is approved for the proposed construction or will not interfere with additions, decks, etc.
3. Obtain stormwater approval or exemption from the Richland Soil & Water Conservation District. This applies to projects located within the unincorporated areas of Richland County.
4. For projects that will be served by the Richland County sanitary sewers, complete an application for Sanitary Sewer Connection. The application shall be accompanied by a sanitary sewer lateral plan, the connection and permit fee. The application shall be signed by the Property Owner or the Registered Sanitary Sewer Contractor. Submit this information with item 6 below.
5. Complete a Residential Building Plan Approval Application and Residential Building Plan Submittal Checklist. The application and checklist are available on our website or by calling our office. Complete a Special Flood Hazard Development Permit application as well for projects located in a Special Flood Hazard Area and submit with item 6 below.
6. Bring the completed application, zoning permit and stormwater permit or exemption (where issued) with two sets of building plans to our office. Please follow the attached Residential Building Plan Requirements to determine what items are necessary for plan approval. Major items to include are:
  - a. Site plan showing all property lines, setbacks, elevations and grades, all existing and proposed structures and utilities. Show the location of the septic system if present.
  - b. Building plans showing all dimensions, floor layouts
  - c. Elevation views of all exterior sides of the proposed construction
  - d. Cross section of the proposed construction showing the foundation, wall framing, floor framing, roof framing and covering. Sample Cross Sections are included at the end of this document.
  - e. Electrical Service One-Line Diagram
  - f. Electrical plans showing all electrical equipment, outlets, devices and locations
  - g. Mechanical equipment specifications and source of fuel (electric, natural gas, propane, etc).

At such time as a complete application, drawings, zoning permit, septic approval, and stormwater approval/exemption have been submitted and all fees have been paid, the drawings will be reviewed. If the drawings cannot be approved or more information is required, the applicant will be notified with a list of correction items.

Once the drawings have been approved, the applicant will be notified to pick up the approved drawings and site inspection sign off log. The approved drawings and site inspection sign off log must be kept on site for inspection purposes.

Electronic Approvals may be applicable to your project. Please contact our office for details.

A plumbing permit is also required from the Richland County Health Department. Contact the Richland County Health Department at (419) 774-4520 for plumbing permit requirements.

## Residential Building Plan Requirements

This checklist is to be used for the review of residential building plans and documents. Fees must be paid at the time of application before plan and document review begins. Submit two (2) sets of plans and documents. Plans shall be neatly drawn to a consistent and recognized scale (1/4"=1' minimum). Plans are required to contain adequate information to be properly reviewed. Referring to code sections in general does not allow us to review proposed methods of construction. Plans containing general code references will be returned for more specific information. Drawings shall be reviewed under the most current Residential Code of Ohio (RCO)

### General Plan and Application Information:

1. \_\_\_ Address, contact information, and Ohio license number (if applicable) for:
  - a. \_\_\_ Owner, Designer(s), General, Electrical, and Mechanical Contractors, Other Contractors
2. \_\_\_ Complete and accurate directions to project site must be provided on the application. Post address on site.
3. \_\_\_ Items to be noted on the first sheet:
  - a. \_\_\_ Index of Drawings
  - b. \_\_\_ Area in gross square feet
  - c. \_\_\_ Number of Stories and Basement/Crawl Space/Slab
4. \_\_\_ Provide the name of the Power Company or utility.
5. \_\_\_ A note for items that are not pertinent (ex. heating systems in an unheated building) shall be clearly described on the drawings. Alternate methods of compliance shall be described.
6. \_\_\_ Residential Plan Submittal Checklist

### Other permits to be submitted with Application:

7. \_\_\_ Approved Zoning permit for construction in zoned townships and municipalities (Incorporated areas).
8. \_\_\_ Approved Stormwater Management Permit (Richland County Unincorporated areas and Lexington Only).
9. \_\_\_ Septic or County Sewer approval (Richland County only).

### Site Plan: (minimum reqs. per RCO 106.1.3, No.2.)

10. \_\_\_ Shall be drawn to a recognized scale.
11. \_\_\_ Size and location of all existing and proposed structures.
12. \_\_\_ All property and interior lot lines with distances from lot lines.
13. \_\_\_ Setback and side yard dimensions.
14. \_\_\_ Locations of nearest streets.
15. \_\_\_ Established street grades.
16. \_\_\_ Types and sizes of all utility lines.
17. \_\_\_ Elevations of all proposed finished grades.
18. \_\_\_ Floodplain location with base flood elevations, if applicable.

### Architectural and Floor Plans:

19. \_\_\_ Complete floor plans, including:
20. \_\_\_ Details for means of egress
  - a. \_\_\_ Stairways-
    - i. Treads
    - ii. Risers
    - iii. Handrails
    - iv. Guardrails
    - v. Landings

21. \_\_\_ Complete window, door, and room finish schedule
  - a. \_\_\_ Door sizes and locations
  - b. \_\_\_ Window sizes and locations
  - c. \_\_\_ Tempered Glass Locations
22. \_\_\_ Attic Access
23. \_\_\_ Garage details
  - a. \_\_\_ Garage Floor, Slope/Floor Drains
24. \_\_\_ Smoke Alarm Locations
25. \_\_\_ Floor Framing/Construction Plan

### Building Structural Design Information:

26. \_\_\_ Soil Bearing Pressure
27. \_\_\_ Footings
  - a. \_\_\_ Type of Footing
  - b. \_\_\_ Size
  - c. \_\_\_ Footing Material
  - d. \_\_\_ Footing Depth
  - e. \_\_\_ Reinforcing- number, type, size
28. \_\_\_ Floor Live Loads  
\_\_\_ Bedroom \_\_\_ Attic \_\_\_ Living Area \_\_\_
29. \_\_\_ Foundation plan – indicate design bearing pressure, details, anchorage (bolt sizes, spacing, layout, etc.), reinforcing clearances in concrete, floor slab, insulation details, vapor barriers etc.
30. \_\_\_ Floor framing plans(engineered floor systems)
31. \_\_\_ Roof framing plans
32. \_\_\_ Connection details
33. \_\_\_ Manufacturer's Truss Diagrams (if used).
34. \_\_\_ Engineered Beams w/Specs (LVL,Glu-Lam, etc.)

### Elevation View of Exterior:

35. \_\_\_ Elevation Views of all sides of building showing:
  - a. \_\_\_ Grade
  - b. \_\_\_ Walls
  - c. \_\_\_ Openings- windows/doors

### Cross Section:

36. \_\_\_ Detailed cross section from foundation to roof
37. \_\_\_ Footing size and depth
38. \_\_\_ Exterior Walls/floors for conventional framed structures
  - a. \_\_\_ Material Sizes and framing
  - b. \_\_\_ Vapor Barriers
  - c. \_\_\_ Floor Construction- joist sizes, spacing, spans
  - d. \_\_\_ Floor Insulation
  - e. \_\_\_ Wall Construction methods
  - f. \_\_\_ Wall Insulation
  - g. \_\_\_ Siding
  - h. \_\_\_ Headers / Girders / Posts & Spacing
  - i. \_\_\_ Roof Trusses or Rafters (with roof pitch)
  - j. \_\_\_ Truss bracing or collar ties
  - k. \_\_\_ Roof Sheathing or purlins
  - l. \_\_\_ Roof underlayment and covering

39. \_\_\_ Exterior Walls for pole structures
- \_\_\_ Pole Sizes and spacing
  - \_\_\_ Vapor Barriers
  - \_\_\_ Floor Construction
  - \_\_\_ Floor Insulation
  - \_\_\_ Wall Construction methods
  - \_\_\_ Wall Insulation
  - \_\_\_ Siding
  - \_\_\_ Headers / Girders / Posts & Spacing
  - \_\_\_ Roof Trusses or Rafters (with roof pitch)- sizes, spacing, spans
  - \_\_\_ Truss bracing or collar ties
  - \_\_\_ Roof Sheathing or purlins
  - \_\_\_ Roof underlayment, ice protection and covering

**Electrical:**

40. \_\_\_ Submit electrical panel locations and panel schedules with conduit, wire & grounding conductor sizes and types.
41. \_\_\_ Provide a complete one-line service riser diagram
- \_\_\_ Overhead or Underground Service
  - \_\_\_ Conductor Insulation Type and Rating
  - \_\_\_ Conductor Size
  - \_\_\_ Conduit Size or indicate SE/USE
  - \_\_\_ Disconnecting Means (where required)
  - \_\_\_ Grounding Conductor Size
  - \_\_\_ Ground Rod Size and Location(s)
  - \_\_\_ Bonding Jumpers:
    - Water Heater
    - Water Meter
42. \_\_\_ Submit complete electrical power and lighting plans with drawing symbol designation information. Include:
- \_\_\_ Receptacles
  - \_\_\_ Lights
  - \_\_\_ Smoke Alarms and Carbon Monoxide

Alarms

- \_\_\_ Switches, other devices, etc
43. \_\_\_ Electrical equipment and fixture schedules.
44. \_\_\_ Ground-fault (GFCI)
- \_\_\_ Kitchens
  - \_\_\_ Bathrooms
  - \_\_\_ Storage/Basement/Garage
  - \_\_\_ Exterior
45. \_\_\_ Arc-fault (AFCI) protection
- \_\_\_ Bedrooms
  - \_\_\_ Other areas
46. \_\_\_ Tamper resistant receptacles
47. \_\_\_ Stairway Illumination
48. \_\_\_ Habitable Room Illumination
49. \_\_\_ Indicate Disconnecting means and overcurrent protection devices.
50. \_\_\_ Energy Conservation Code calculations including method of compliance for building envelope, electrical power and lighting, and mechanical systems

**Mechanical:**

51. \_\_\_ HVAC plan and equipment schedule, including:
- \_\_\_ Furnace Location
  - \_\_\_ Water Heater Location(s)
52. \_\_\_ Bathroom Ventilation
53. \_\_\_ Habitable Room Ventilation
54. \_\_\_ Energy Conservation Code calculations including method of compliance for mechanical systems.

**Other:**

55. \_\_\_\_\_
56. \_\_\_\_\_

**Special Notes**

- Foundations- all foundation shall comply with Chapter 4 of the Residential Code of Ohio (RCO).
  - The minimum footing depth shall be 12" below grade per RCO 403.1.4.
  - Freestanding structures of light-frame construction (wood framed floor, wood stud walls with structural sheathing, rafters/trusses) with an area 600 square feet or less and an eave height of 10 feet or less do not require a frost protected foundation.
  - Freestanding structures of other than light-frame construction (metal building, post-frame buildings-see foundation requirements in Section R324 ) with an area 400 square feet or less and an eave height of 10 feet or less do not require a frost protected foundation
  - For structures with a frost-protected foundation, the minimum footing thickness shall be 6" for continuous footings. The bottom of the footing shall be a minimum of 36" below finished grade. See Section R324 for post-frame foundations.
  - Freestanding accessory structures without frost-protected foundations shall be properly anchored at all corners per RCO 301.1.
- Post frame structures shall comply with the Section R324 of the RCO
- All lumber shall be pressure treated or decay resistant in locations defined by RCO 317.1.
- Fasteners for pressure preservative and fire-retardant-treated wood shall be of hot-dipped galvanized steel, stainless steel, silicon bronze or copper per RCO 317.3
- Garage floor surfaces shall be of approved noncombustible, nonpermeable material. A structure shall be classified as a garage for uses including storage, repair, painting, maintenance, or operation of a motor vehicle. A motor vehicle shall be defined as a passenger car, van, truck, or bus.
- Technical support and free software compliance tools for Energy Code Compliance can be found at <http://www.energycodes.gov>