



Richland County Courthouse

RICHLAND COUNTY DEPARTMENT OF BUILDING REGULATIONS

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2007 Flood Damage Rehabilitation Fact Sheet

All work subject to permitting requirements in the 2006 Residential Code of Ohio (RCO) shall be subject to permit and inspection by the Richland County Department of Building Regulations.

Application Process

The minimum information required for a permit is:

- Name and address of property owner. If the subject property is a rental, please indicate the mailing address of the owner as well.
- The name, address, and telephone of all contractors that have performed work or will perform work on the project.
- An approved zoning permit from the appropriate jurisdiction. Please make sure to note if the property is located in a flood hazard area.
- A basic site plan of the subject property.
- A list of the required work. Indicate whether or not the work is proposed or completed.
- Any applicable fees. Building permit fees were waived by the Richland County Board of Commissioners. Any electrical work shall be subject to electrical fees under the most current fee schedule adopted by the Richland County Board of Commissioners.

Applicants are required to fill out an application and submit the above minimum required information. At such time as the application and any applicable fees are received, an inspection will be scheduled.

All information will be marked with a subject to field inspection stamp at time of intake, initialed by the clerk who receives the information, and a copy of the information given back to the applicant for posting on the job site.

Inspection Process

All work shall be subject to field inspection. The following details the inspection process.

- An initial construction inspection will be made under permit number. Any prior inspection information recorded by the department shall be taken into consideration during the inspection.
- Depending upon the results of the inspection, the inspector may require that additional information or drawings be submitted before any further inspections are scheduled.
- Any additional inspections due to no access to the structure or work, missing construction documents on site, or repeated code violations may be subject to additional inspection fees.
- Upon completion of all work, a final inspection shall be scheduled. For structures located in a Special Flood Hazard area, an inspection shall be performed and completed by the Floodplain Administrator prior to inspection by the Richland County Department of Building Regulations. Proof of inspection by the Floodplain Administrator shall be provided at or before the time of final inspection by Richland County.