

Residential Permit Procedures

Perkins Township Building Inspection enforces, and in return is regulated by, many different codes. The latest publication from the International Code Council serves as our adopted model code and these codes are updated regularly. Here is our current listing of adopted codes:

- 2013 Residential Code of Ohio
- 2011 Ohio Plumbing Code of Ohio
- 2014 National Electrical Code

If you have Internet access, please visit our website at www.perkinstownship.com the Building section of our website contains permit applications, fee's schedules, and other useful information.

When do I need a Permit?

This is sometimes a difficult question to answer, so we've included a partial list of types of work requiring a permit. You should always check with us, if you're unsure.

- New construction, demolition, extensive repairs, or alterations to existing buildings
- Any electrical, plumbing, or heating and cooling work
- Sheds, decks, porches, garages, fences, swimming pools, re-roofs, windows and doors (if frame size changes)

Where can I build on my property?

It's important that a community plan determines neighborhood rules for which setbacks are maintained. This is an essential part of zoning along with defining areas as agricultural, residential, commercial, and industrial.

How do I determine my property zoning classification?

If you have Internet access a copy of the Zoning Map is available on our website. For the most up to date information please contact the zoning office Monday through Friday from 8 A.M. till 4 P.M.

Next, we need to review and apply required setbacks to the proposed project. This information is found in the Perkins Township Zoning Code which is also available on our website

What kind of drawings will I need to submit for a Building Permit?

In order to complete our review processes, we will need plans and documents that will convey the design and structural elements to our plan examiner. Two complete sets of construction drawings are required anytime a new structure is applied for. A construction set of drawings should include:

Plot Plan - Showing street location, any easement and alleys, the footprint of proposed structure, include all existing structures, with the length and width dimensions for the property and the structures.

Floor Plans - Showing room names and dimensions, direction and size of floor joist, locate any walls, fixtures, windows, doors, post, beams, and headers.

Elevations - Showing outside appearance of the structure include grade level.

Sections wall detail - Cut through detailed drawing to show framing members and their connections. All materials used should be called out and sized.

Mechanical drawings are not needed although location of equipment and fixtures should be noted on the plans. A Mechanical System Description Form shall be filled out if structure is to be a new home. If there are fuel fired appliances a Carbon monoxide detector shall be installed per RCO 315.

Electrical drawings indicating service size and location, any sub panels, wire size and panel listing. Indicate whether service is underground or overhead. Show all outlets and fixtures and note Arc fault and GFCI outlets. Hard wired smoke detectors should be shown.

Ohio Energy Code requirements based on the Ohio Energy Conservation Code which is in Chapter 11 of the Ohio Building Code (OBC).

Structural design sheets to accompany drawings if engineered trusses and beams are used.

We require 2 sets of construction drawings for review. We prefer drawings to be 24" X 36 but any size is acceptable if details are readable.

After my plans are approved what's my next step?

A Building Permit must be applied for and granted before any work is started. Persons who fail to obtain a permit prior to starting work will be issued a stop work order, and a late filing fee will be assessed. Late filing fee is 100% of the normal fee added to the normal fee (fee is doubled).

Applications for permits and the permit fee schedule are available at our counter, or a copy may be printed from our website.

Owner/occupants of a single family structure may apply for any or all of the permits, providing the owner/occupant is the one performing the work.

Contractor Registration

All contractors need to register with the Township. Registration forms and fees are available on our website.

Contractors, who install electrical, heating and air conditioning, refrigeration, and fire suppression, fire alarm will need to register with us and be licensed with the state of Ohio. Once we have reviewed, and approved the proposed construction work, we will issue a Permit Form that identifies to others this work is approved. Place this card in a visible location at the work site and proceed with your work.

One approved set of drawings will be returned with the Certificate of Plan Approval, this also to be kept on job site, with the remaining one at the inspection office.

When do I call for inspections?

Inspections are required during each phase of construction to ensure that the work has been completed and will be safe for anyone occupying or using the structure or building. (There may be other inspections not listed here – check with the building inspector when you obtain your permit.) You will be given a list of the required inspections upon obtaining your permit.

To request a required inspection, the permit applicant or his/her representative (contractor doing the work) shall call the inspection office. We prefer to be called twenty-four (24) hours in advance to schedule the inspection.

Footing inspections are required to assure that proper depth is maintained and to verify that the soil is capable of supporting the designed load.

Foundation inspections are required to ensure that the footer tile is installed next to the footer and that the foundation wall is properly constructed and water proofed.

Rough Frame inspections are required to check size, spans, and type of lumber used and that nailing meet code requirement.

Rough electric and heating inspections are required before walls and ceilings are covered to ensure that the installation has been done to the standards of each respective code.

Insulation and drywall inspections are required also.

Final inspections are required to ensure that all inspections have been made, approved and that all work has been completed properly, including final site grade, sidewalks.

Perkins Township requires that before any new building or addition is occupied all work has been inspected and approved.

Certification of Completion states that all work has been done in accordance to the code and that the structure is safe for human occupancy.