



Portage County Building Department

449 South Meridian Street, Ravenna, Ohio 44266-1217
Phone (330) 297-3530 Fax (330) 297-3896

PROCEDURES FOR RESIDENTIAL CONSTRUCTION

The Ohio Residential Code (April 2006)

APPLICATION

- Identify and describe the work to be covered for which application is made for *approval*.
- Provide the address and permanent parcel number.
- Provide the square footage as indicated on the application.
- Be signed by the owner, or the owner's authorized agent.
- Give such other data and information as required by the *residential code official*.

SUBMITTAL DOCUMENTS / CONSTRUCTION PLANS

- Submit a Zoning Certificate indicating the property zoning district and type of construction.
- Three (3) copies of the residential building plans.
- Three (3) copies of the residential energy conservation check list (*res-check*).
- Index: an index of drawings shall be located on the first sheet.
- Site Plan: submit three (3) copies of the site plan showing to scale the size and location of new residential construction and all existing structures on the site, including setback distances from all property lines.
- Flood Hazard Areas: (FEMA) when located within an identified flood hazard area the applicant shall include a certification letter authored and signed by an Ohio Registered Professional Engineer or Surveyor, indicating all building elevations, and to confirm the lowest habitable space is a minimum of one (1) foot above the flood plain elevation.
- Floor Plans: shall be sufficiently dimensioned to clearly identify, door swings, window sizing, stairs, and basement areas. Each space shall be identified as to how it will be used. Wall materials shall be described by cross hatching (with explanatory key) by notation, or by other clearly understandable method.
- Exterior Wall Envelope: details of the flashing, intersections with dissimilar materials, corners, end details, control joints, intersections at roof, eaves, or parapets, means of drainage, water-resistive membrane, and all elevations to completely describe the exterior of the building including floor dimensions, and details around openings.
- Sections: cross sections, wall sections, shall include sufficient detail to determine compliance with the code. A typical wall section from footing through the roof line shall be included.

- Structure: complete description including size and location of all structural elements and such other data to *fully* describe the structural system
- Ratings: the fire-resistance ratings of all structural elements as required by the code, showing penetrations for electrical, mechanical, plumbing, and communication conduit and piping. Methods and materials to provide fire-stopping.
- System Descriptions: description of the mechanical, plumbing and electrical systems. Include materials; location and type of fixtures and equipment; materials and sizes of all ductwork, location and type of heating; ventilation; air conditioning and other mechanical equipment; and all lighting and power equipment.
- Manufacturer's Installation Instructions: such documents shall be available on the job site at the time of inspection.
- Amended Construction Documents: if substantive changes to the residential building are contemplated after the first document submission, or during construction, those changes must be submitted to the building official for review and approval prior to those changes being executed. The *residential building official* may waive this requirement in the instance of an emergency repair, or similar instance.

POSTING REQUIRED

- The permit card shall be posted where clearly visible from the street until such time as the final inspection is completed.

PLANS ON SITE

- One (1) copy of the approved plans shall be available on site for the inspector to review during the inspection to ensure compliance.

TIME LIMITATIONS

- The building permit has a life of (12) months if construction starts within (6) months of issuance. One (6) month extension may be granted if a written request is made within (10) days of expiration. Failure to complete the project during this time frame shall require new plans to be submitted and fees to be paid, just as with a new application.