



MONTGOMERY
C O U N T Y

**MONTGOMERY
COUNTY
BUILDING
REGULATIONS
DIVISION**

FEE SCHEDULE



2017

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OF COUNTY
COMMISSIONERS
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Commissioner
Dan Foley



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PLANNING COMMISSION**

Montgomery County Administration Building
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**MONTGOMERY COUNTY
ENGINEER'S OFFICE**

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451 West Third Street, Dayton, Ohio 45422
Office: 937-225-4904 • Fax: 937-496-7441

**MONTGOMERY COUNTY
ENVIRONMENTAL SERVICES**

1850 Spaulding Road, Kettering, Ohio 45432
Offices: 937-781-2628

PUBLIC HEALTH – DAYTON & MONTGOMERY COUNTY

Reibold Building
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MONTGOMERY
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WELCOME TO MONTGOMERY COUNTY BUILDING REGULATIONS

*A Division of the Montgomery County Department of Development Services
and authorized by the Ohio Board of Building Standards*

We serve:

- The citizens and users of buildings in many of the jurisdictions in Montgomery County, including:
 - Butler, Clay, German, Harrison, Jackson, Jefferson, Miami, Perry and Washington Townships
 - Clayton, Farmersville, Huber Heights, New Lebanon, Phillipsburg, Riverside, Trotwood, Union, and portions of Wright-Patterson Air Force Base

We enforce:

- The Ohio Building Code for commercial, industrial, and multi-family dwellings
- The Residential Code of Ohio for one, two and three family dwellings
- Flood damage prevention regulations
- Wright-Patterson Air Force Base airport zoning regulations

We work with:

- Local zoning departments
- Local fire departments
- Public Health – Dayton and Montgomery County
- Many other state and local agencies involved in specific aspects of building construction and use approval, such as daycare licensing, public swimming pools, elevators, boilers, etc.

We investigate:

- Building damage due to fire, vehicle impacts, wind, flood, etc.
- Work on, or occupancy of, buildings done without required approvals or inspections

We respect your rights:

- Our staff will help explain processes to you and help you navigate the agencies involved in building construction and use approvals.
- Plan reviews and inspections will be done in a timely manner, based upon the order in which they are received, but with consideration for special circumstances.
- We will treat everyone professionally, courteously, impartially, responsively, and in a cooperative manner, with no bias towards race, creed, gender, or background.
- You have the right to know our interpretations in areas that are not specifically spelled out in the code.
- You have the right to appeal any directive or decision rendered by our staff, without fear of retribution.
 - If the disagreement is code related, the Plans Examiner or the Inspector must be able to cite the specific code section that has not been complied with.
 - If you disagree with that explanation, you have the right to ask the Chief Building Official for a final determination on behalf of the County.
 - You may appeal any decision to the local Appeals Board, or the Court of Common Pleas.
 - If you believe you have been treated unprofessionally or disrespectfully, you should first ask the Inspection.
 - Supervisor or the Chief Building Official to intercede, both to initiate an investigation into the incident and to resolve the issue in a fair way.
 - You may also direct your concerns to the Community and Economic Development Director or the Development Services Director, but if those approaches do not satisfy you, you may escalate your concerns to the Board of County Commissioners.
 - You may also contact the Ohio Board of Building Standards to investigate if you believe the department is not faithfully performing their duties.

We pledge to you to try to do the right thing, and if we haven't, we will work to improve our processes and our professionalism. Don't be afraid to voice your concerns, because we can't do better if we don't know where we are not doing good enough.

ITEM NO.	DESCRIPTION	FEE ¹	REMARKS
		NUMBER OF INSPECTIONS INCLUDED	
BUILDING / GENERAL CONSTRUCTION			
B.1	COMMERCIAL - New Construction, Additions, Alterations, Remodeling, Repairs	SCHEDULE 1	Includes Partial Permits (shell, tenant fit-up), Towers, Retaining Walls, Accessory Structures, and Time-limited Uses. For calculating the area the fee is to be based on, see Footnote 2.
		See Schedule 1	
B.2	RESIDENTIAL - New Construction, Additions, Alterations, Accessory Structures, Repairs	SCHEDULE 2	Also includes accessory structures, fireplaces, and retaining walls. For calculating the area the fee is to be based on, see Footnote 2.
		See Schedule 2	
B.3	Residential New Construction & Mechanical Combination	SCHEDULE 2	Also includes accessory structures, fireplaces, and retaining walls. For calculating the area the fee is to be based on, see Footnote 2.
		See Schedule 2	
B.4	Commercial Certificate of Occupancy only	\$250	Limited to requests for C.O.'s for valid continued use of existing space with no changes in use or occupancy.
		1	
B.5	Fire Suppression System - New, Additions, Alterations, Repairs	SCHEDULE 1	For calculating the area the fee is to be based on, see Footnotes 2 and 3.
		See Schedule 1	
B.6	Hood Suppression System (Kitchen, Paint Booth)	\$150	Fee is per hood, which is defined as that served by a single exhaust fan.
		1	
B.7	Fire Alarm System - New, Additions, Alterations, Repairs	SCHEDULE 1	For calculating the area the fee is to be based on, see Footnotes 2 and 3.
		See Schedule 1	
B.8	Signs (Freestanding or Wall)	\$250	Permits issued per address, with no limit on number or type of signs. Includes any electrical inspections necessary.
		2	
B.9	Commercial Footing/ Foundation Only	\$400	Does not include slabs.
B.10	Residential Footing/ Foundation Only	\$200	Does not include slabs.
B.11	Demolition of Entire Building	\$125	For complete removal building, including slabs, foundations and footings. Anything less is an alteration. Not required when demolition is part of a new work permit.
		1	

6 *Montgomery County Building Regulations*

ITEM NO.	DESCRIPTION	FEE ¹	REMARKS
		NUMBER OF INSPECTIONS INCLUDED	
B.12	Temporary Tent, Structure	\$175	Permits issued per address, not per tent. Also includes any electrical inspections necessary. Does not include temporary use of existing buildings.
		1	
B.13	Commercial Pool, Spa	\$500	Includes building, electrical, and mechanical as necessary.
		5	
B.14	Floodplain Compliance Only	\$100	For stand alone permits, but no cost if part of a building permit application.
		1	
B.15	Additional General Construction Inspection	\$75	Covers nominally 1/2 hour of inspection time.
MECHANICAL			
M.1	New Work, Alterations, Repairs	SCHEDULES 1 AND 2	For new work, alterations, duct extensions. Fee for new work is based upon the same area as the building permit. Fee for alterations is based upon the area being altered. See Footnote 2.
		See Schedule 5	
M.2	TYPE I Exhaust Hood, Paint Spray Booth	\$250	For hoods that require fire suppression. Fee is per hood, which is defined as that served by a single exhaust fan.
		3	
M.3	TYPE II Exhaust Hood, Fume Hood	\$150	For hoods that do not require fire suppression. Fee is per hood, which is defined as that served by a single exhaust fan.
		1	
M.4	Commercial Furnace, Air Conditioning, Water Heater Replacement	\$150	For same size and location of equipment only. PRICE IS PER UNIT OF EQUIPMENT BEING REPLACED. DOES NOT INCLUDE DWELLINGS. Includes 1 mechanical and 1 electrical inspection, and up to 10 feet of gas.
		2	
M.5	Dwelling Unit Furnace, Air Conditioning, Water Heater Replacement	\$150	For same size and location of equipment only. FEE IS PER DWELLING UNIT, NOT PER NUMBER OF UNITS BEING REPLACED. Includes 1 mechanical and 1 electric inspection, and up to 10 feet of gas piping.
		2	

ITEM NO.	DESCRIPTION	FEE ¹	REMARKS
		NUMBER OF INSPECTIONS INCLUDED	
M.6	Commercial Building Service Piping	\$150	For refrigeration piping and other piping servicing the building.
		1	
M.7	Commercial Gas Piping System	\$150	Does not include multi-family dwelling units.
		1	
M.8	Dwelling Unit Gas Piping System	\$125	For all single or multi-family dwelling units. Fee is per dwelling unit.
		1	
M.9	Additional Mechanical Inspection	\$75	Covers nominally 1/2 hour of inspection time.
ELECTRICAL			
E.1	COMMERCIAL - New Service, Service Change, Alteration, Repair, Upgrade, Temporary Pole	\$175	Covers 1 inspection and release to the utility. Includes fault current analysis review. Does not include multi-family dwelling units. For additional inspections, see All Other Electrical Inspections.
		1	
E.2	DWELLING UNIT - New Electric Services, Alteration, Temporary Pole	\$100 base fee, plus \$25 for each meter	For single and multi-family dwellings. Covers 1 inspection and release to the utility for up to four dwelling units in a single building.
		1	
E.3	Existing Single Family Dwelling Units - Service Change, Upgrade	\$60	For inspecting the repair of existing services in single family dwellings. This fee covers one inspection of the service entrance equipment only, plus any release to utility. For any other new work, see All Other Electrical Inspections.
		1	
E.4	Commercial Reconnect	\$125	Fee is per address. Includes 1 inspection and a release to the utility. Does not include inspection of new work, or inspection of multi-family dwelling units.
		1	
E.5	Dwelling Unit Reconnect	\$75	For an electrical service safety inspection of single and multi-family dwellings. Fee is per dwelling unit. Includes 1 inspection and a release to the utility. Does not include inspection of new work.
		1	
E.6	All Other Electrical Inspections	\$75	Covers nominally 1/2 hour of inspection time. Includes alterations that do not require a service release to the utility.
		1	

ITEM NO.	DESCRIPTION	FEE ¹	REMARKS
		NUMBER OF INSPECTIONS INCLUDED	
ADMINISTRATIVE			
A.1	Additional Certificate of Occupancy	\$100	For multi-family dwellings needing more than one Certificate of Occupancy.
A.2	Commercial Temporary Certificate of Occupancy	\$300	When work is not complete, but following final inspection, CBO deems building safe to occupy.
A.3	Residential Temporary Certificate of Occupancy	\$150	When work is not complete, but following final inspection, CBO deems building safe to occupy.
A.4	Emergency Inspection or Evaluation	\$100	For unique or urgent circumstances. Requires supervisor approval to schedule.
A.5	After Hours Inspection	\$400	Covers up to 2 hours of inspector time (includes drive time). Additional time billed at \$75 per half hour.
A.6	Plan Mark-up	\$100	For replacement of lost field copies.
A.7	Commercial Deficient Submittal / Minor Change	\$150	Changes that require drawing resubmittal, but are minor in nature.
A.8	Residential Deficient Submittal / Minor Change	\$75	Changes that require drawing resubmittal, but are minor in nature.
A.9	Commercial Review of Major Revisions	Half the cost of the original permit	Where the changes significantly alter the work, or involve a significant number of drawings in the set of documents.
A.10	Residential Review of Major Revisions	Half the cost of the original permit	Where the changes significantly alter the work, or involve a significant number of drawings in the set of documents, such as reversing plans or changing models.

ITEM NO.	DESCRIPTION	FEE ¹	REMARKS
		NUMBER OF INSPECTIONS INCLUDED	
A.11	Renewal of Expired Permit	100, plus \$75 for each inspection	For permits that have expired for less than 1 year.
A.12	Reinspection Fee	\$75	If no address, locked out, no approved plans, unsafe site access, or more than 6 deficiencies.
A.13	Missed Inspection	\$200	Invoked when work covered up without inspection.
A.14	Work without Permit Penalty Fee	\$400 MIN.	Double fee, up to a maximum \$6,000.

FOOTNOTES

1. The minimum up-front fee is the minimum fee charged for each fee category, and is additive for all permit types requested. This fee will be deducted from the balance due. Up-front fees are non-refundable.
2. Area calculations for new work and additions must include all occupiable area under roof, whether inside or outside, and whether finished or unfinished. Include covered porches, garages, basements, and entry or dining canopies. Do not include normal roof overhangs or decorative awnings over windows.
 - For alterations, repairs, or changes of use of limited, discrete areas, the calculated area may be limited to the room or space being altered.
 - For minor alterations scattered around a building or tenant space, use 1/3 of the area of the entire tenant space.
 - For shell spaces created by the construction of a demising wall, where no other alterations or other work is being done, multiply the length of the wall times 10 feet and use the resulting area.
 - The total area of work may be rounded to the nearest 100 square feet.
3. For Fire Suppression and Alarm System permits, the calculated area must also include any attics or crawl spaces that have sprinkler systems or alarm systems installed in them.

GRADUATED FEE SCHEDULES

SCHEDULE 1 - COMMERCIAL GRADUATED FEES

BUILDING			
AREA in Sq. Ft.	FEE FOR NEW CONSTRUCTION, ADDITION AND ALTERATION PERMITS		NUMBER OF INSPECTIONS INCLUDED IN PERMIT PRICE
0 - 1,000	\$250		3
1,001 - 4,000	\$600		4
4,001 - 7,000	\$1,100		5
7,001 - 10,000	\$1,600		6
10,001 - 15,000	\$2,400		7
15,001 - 25,000	\$3,300		9
25,001 - 50,000	\$4,400		11
OVER 50,000	Fee for 1st 50,000 SF	\$5,000	11 + 1 ADDITIONAL FOR EACH 2,000 SQ FT IN EXCESS OF 50,000 S.F.
	Add for each add'l 1,000 SF or part thereof	\$80	
SPRINKLER, ALARM, MECHANICAL			
AREA in Sq. Ft.	FEE FOR SPRINKLER SYSTEM, ALARM SYSTEM, MECHANICAL SYSTEM PERMITS		NUMBER OF INSPECTIONS INCLUDED IN PERMIT PRICE
0 - 1,000	\$150		3
1,001 - 4,000	\$150		4
4,001 - 7,000	\$250		5
7,001 - 10,000	\$400		6
10,001 - 15,000	\$600		7
15,001 - 25,000	\$850		9
25,001 - 50,000	\$1,100		11
OVER 50,000	Fee for 1st 50,000 SF	\$1,250	11 + 1 ADDITIONAL FOR EACH 2,000 SQ FT IN EXCESS OF 50,000 S.F.
	Add for each add'l 1,000 SF or part thereof	\$20	

GRADUATED FEE SCHEDULES cont.

SCHEDULE 2 - RESIDENTIAL GRADUATED FEES			
BUILDING			
AREA in Sq. Ft.	FEE FOR NEW CONSTRUCTION, ADDITION, AND ALTERATION PERMITS		NUMBER OF INSPECTIONS INCLUDED IN PERMIT PRICE
0 - 500	\$200		3
501 - 3,000	\$500		5
3001 - 6,000	\$1,000		6
OVER 6,000	Fee for 1st 6,000 SF	\$1,500	6 + 1 ADDITIONAL FOR EACH 2,000 SF IN EXCESS OF 6,000 S.F.
	Add for each add'l 1,000 SF or part thereof	\$150	
MECHANICAL			
AREA in Sq. Ft.	FEES FOR NEW MECHANICAL SYSTEM		NUMBER OF INSPECTIONS INCLUDED IN PERMIT PRICE
0 - 500	\$150		2
501 - 3,000	\$300		2
3001 - 6,000	\$500		2
OVER 6,000	Fee for 1st 6,000 SF	\$600	3 + 1 ADDITIONAL FOR EACH 2,000 SF IN EXCESS OF 6,000 S.F.
	Add for each add'l 1,000 SF or part thereof	\$50	
BUILDING & MECHANICAL COMBINATION *			
AREA in Sq. Ft.	FEE FOR COMBINED NEW CONSTRUCTION AND MECHANICAL SYSTEM PERMITS		NUMBER OF INSPECTIONS INCLUDED IN PERMIT PRICE
0 - 500	\$250		4
501 - 3,000	\$750		5
3001 - 6,000	\$1,350		6
OVER 6,000	Fee for 1st 6,000 SF	\$1,800	6 + 1 ADDITIONAL FOR EACH 2,000 SF IN EXCESS OF 6,000 S.F.
	Add for each add'l 1,000 SF or part thereof	\$200	

* Must inspect Building and Mechanical at the same time

FREQUENTLY ASKED QUESTIONS

1. What work does Montgomery County Building Regulations Division regulate?

One, Two and Three Family Dwellings and their accessory structures, are commonly referred to as “**Residential Construction**”. Per state law, this construction is regulated by the Ohio Board of Building Standards, and is enforced locally by Montgomery County. This includes new construction, additions, and alterations of these dwellings and their accessory structures, including work such as finishing basements, converting garages to living spaces, and deck construction. Enforcement extends to both structural and non-structural construction, and includes mechanical and electrical work as well.

All Commercial and Multi-Family (4 or more) Residential Structures, are commonly referred to as “**Commercial Construction**”. Per state law, this construction is regulated by the Ohio Board of Building Standards, and is enforced locally by Montgomery County. This includes new construction, additions, structural and non-structural alterations, and changes of occupancy. Enforcement also covers mechanical and electrical work, and fire suppression and alarm systems.

In addition to code compliance listed above, we also enforce compliance with Flood Damage Prevention Standards and Airport Zoning requirements around Wright-Patterson Air Force Base.

2. Is any construction exempt from building permits?

Maintenance and repairs may be made without building permits, but such repairs cannot include any structural work, mechanical or electrical work, or construction or removal of non-structural walls or partitions. Permits are not required for cosmetic changes such as painting or carpeting, but such work must still comply with applicable codes, such as not exceeding applicable flame spread requirements. Refer to RCO R102.10.2, and OBC Section R102.10.2.

Some work is exempt from local code enforcement, such as state or federal projects built on state or federally owned land, used for governmental purposes. In those cases, the state or federal government oversees code compliance. Other buildings such as those used for agricultural purposes are also exempt. If you have questions about whether your project is exempt, be sure to check with the building department before proceeding. Refer to OBC Section 101.2.

Certain minor residential construction has been deemed exempt from building permits, such as single story detached sheds that do not exceed 200 square feet in floor area. But such work must still be installed in accordance with residential code standards. Refer to RCO 102.10.

3. Where can I obtain copies of the codes you enforce?

The current Ohio Building Code/Ohio Mechanical Code (OBC/OMC) is available from The International Code Council 1-800-786-4452, or www.iccsafe.org.

The current Residential Code of Ohio for One, Two, and Three Family Dwellings is available from The International Code Council, 1-800-786-4452, or www.iccsafe.org.

Both codes can also be viewed at the Board of Building Standards Website, at www.com.ohio.gov/dico/bbs under the tab “CODES”.

NFPA 13, 70 (and other NFPA Codes) are available from the National Fire Protection Association, 800-344-3555.

4. Do contractors have to be licensed to work in Montgomery County?

The Ohio Construction Industry Licensing Board (OCILB) requires that commercial, electrical, HVAC, hydronics, plumbing, and refrigeration contractors be licensed. State Licensing is not required for general contractors, nor contractors that only do 1, 2, 3 Family Residential work.

Contact them at 614-644-2223 or at www.com.ohio.gov/dico/OCILB

5. What permits do I need if I’m just moving into an existing space, and doing no remodeling?

Continuation of existing uses. To use a building in the same manner as previously approved, such as a dress shop occupying a former men’s clothing store, and the former use had been legally approved, no new Certificate of Occupancy is needed. C.O.’s are issued for a specific use of a building or space, not a specific tenant, and do not expire if the use does not change.

Same overall use, but some specific changes in occupancy. If any significant changes are proposed in how the spaces are used, even if the overall use remains the same, the changes must be approved by our department. Examples include converting offices to storage rooms (may require fire rated separations or fire sprinklers), or storage rooms to employee lounges (may require additional mechanical ventilation).

New use of an existing space. Some proposed occupancies are considered a Change of Use, and may increase the amount of people using the building enough that additional exits, toilet facilities, ventilation systems and fire suppression systems are required, such as locating a church in a space previously approved for a business use. Also when a new use goes in a building, specific code requirements for that use must be met, such as installing alarm systems in churches or daycare centers.

Same use, I think, but I can’t prove it. A variety of documentation approaches may be considered. Contact your design professional or our department if you have questions. Montgomery County maintains extensive permit approval records which are available to the public for research any time during normal business hours. *Contact our office for details about our Records Research Policy.*

Residential permit applications must include two copies of drawings that describe the proposed work and how it will meet applicable code requirements, along with a completed application. Submittal requirements are described in more detail on the back of the Residential Application Form. Upon approval of a permit, we will return one set with approval marks and notes, and keep one set on file in our offices. *Refer to back of Residential Permit Application for more detailed information.*

Commercial permit applications must include two or three copies of Ohio Certified drawings and specifications describing the work for which the permit is sought, and how it will meet applicable code requirements, along with a completed application form. Submittal requirements for various types of permits are described in more detail on the back of the Commercial Permit Application Form.

Upon approval of a permit, we will return one set with approval marks and notes, and keep one set on file in our offices. (When a third set is required, it is sent to the local fire department for review and comment).

7. How long does it take to get a permit?

Most **Commercial Permits** are processed within seven to ten working days after receiving sufficient information to do a plan review. Turn around for some partial permits is three to five working days. Most **Residential Permits** are processed within three to five working days after receiving enough information to do a plan review.

8. Can I get a partial permit to get construction started more quickly?

A variety of Partial Permits are available to expedite construction. The most common is the issuance of a Footing/Foundation Permit which is processed in three to five days. Footing/foundation Permits are only available on certain type of projects. Shell Permits are processed in the same time frame as complete construction permits, but allow expedited construction since work can proceed before all interior detailing is completed. These permits are separate, stand alone permits. *See the back of the application forms for submittal information.*

Some over the counter permits are available for Electric Permits, Gas Piping Permits, Residential Mechanical Permits, and Demolition Permits.

9. How can I group permits for multiple tenants or dwellings?

Each finished building, tenant space, or dwelling unit requires a Certificate of Occupancy. Multiple C.O.'s in a single building can be applied for with one drawing submittal, but may require individual applications for each space. For multi-family dwellings, a single application listing all addresses can be submitted, and you will have to pay for multiple C.O.'s. For other multi-tenant buildings, a separate application form will have to be submitted for each tenant.

Shell Only spaces may be combined with applications for adjoining finished spaces. Multiple buildings being constructed on a site can be submitted with one set of drawings, but a separate application must be submitted for each building, and you will have to ensure that the approved permit set is at each building site at the time you schedule inspections for that building.

Applications for sub-permits such as electric or gas piping may be grouped similar to the primary building permits discussed above. Additional inspections may need to be paid for, however. *See applicable parts of the fee schedule for more details.*

10. What other permits might I need?

Zoning permits must be obtained for all new work and most changes of use of buildings. They are obtained from the township, city, or village in which the building is located. Provide proof of zoning approval with your application for a building permit. Contact our department for any exceptions.

Other agencies issue permits that may be required for your work, such as Plumbing and Food Service Permits issued from the Montgomery County Health District, Commercial Swimming Pool Permits issued from the Ohio Department of Health, etc. *See the back of this document for agency contact information.*

11. Once I obtain a permit, what inspections are required?

Both Commercial and Residential work must have rough inspections of construction progress before work is covered up, and final inspections after work is complete. Typically all sub-trade inspections such as electrical and mechanical must be approved before the main permit (general construction) inspection will be done. Approved plans must be on the jobsite for each inspection. *Refer to the Commercial Inspection Checklist or Residential Inspection Checklist for more detailed information.*

Note: Footings, Slabs, and Gas or Electric Trenches must be inspected before concrete is poured or backfill material is placed.

12. Explain your penalty fees

Plan re-review fees are assessed for incomplete or incorrect submittals. If submittals lack basic levels of adequacy, such as not being drawn to scale, or not having rooms labeled as to proposed use, a re-review fee may be assessed immediately, before any plan review is conducted. (It is important to review the plan submittal requirements listed on the back of the application forms.) Typically, however, this fee will only be assessed after a plan review has been done, a correction letter has been sent out, and the resubmittal has been reviewed and found to still be deficient or incorrect regarding the need to show a code complying solution. When assessed, fees must be paid at the time of any subsequent resubmittal.

Reinspection fees are assessed after an inspection is done once, turned down, and then any of the same items are found to be lacking or improperly installed on the follow-up inspection. In other words, you get one free inspection per phase of work, but subsequent re-inspections must be paid for.

- **Reinspection Fees are assessed if:**

- **Not Ready** – In the course of conducting an inspection, more than 6 deficiencies are observed.
- **Lockout** – We could not gain access to the work, or if the building had personal belongings in it and no adult escort.
- **No Address** – we could not observe a posted address, visible from the street.
- **No Approved Drawings on Site** – Approved drawings need to be on site to conduct inspections.
- **Unsafe Jobsite** – If access to the work is not possible due to unsafe conditions.

Missed inspection fees will be assessed when work is covered up without inspection, and we then have to spend time deliberating and discussing acceptable measures to verify construction adequacy of concealed work.

The Chief Building Official may waive penalty fees if legitimate misunderstandings occurred, or if our office gave out incorrect information or acted incorrectly. Penalty fees must be paid before we continue with further plan reviews or inspections, and may be paid in person, online on our website, by mail, or by credit card.

13. Explain C.O.'s and T.C.O.'s

Certificates of Occupancy (C.O.'s) are issued after all work has been completed and inspections (including inspections by other agencies such as plumbing and fire department) for the main building permit have been approved. In the event no new work is proposed, just a request to occupy an existing space, the Building Regulations Division conducts one final inspection after the fire department conducts a final inspection.

Temporary Certificates of Occupancy (T.C.O.'s) may be granted by the Chief Building Official if either part of the work is 100 percent complete, or all of the work is mostly complete. All spaces to be occupied must have been inspected per normal procedures, and must be deemed safe to occupy. In other words, all matters relating to life safety, such as exit signs, door hardware, alarm and suppression systems, must be installed and functioning properly. Also, our policy is that all permits must have been obtained or at least applied for before a T.C.O. will be considered. Refer to the Temporary Certificate of Occupancy Policy for more detailed information.

14. Explain your refund policy

Up-front fees paid are not refundable, unless the fee is assessed mistakenly, in which case we will refund the entire amount. If a refund is requested by the applicant, after deducting up-front fees, one half of the remainder paid will be refunded to the party that paid the fee. No refunds are available after the work has commenced.

RELATED AGENCIES

**OHIO BOARD
OF BUILDING STANDARDS**
614-644-2613
www.com.ohio.gov/dico/bbs

OHIO BOILER INSPECTION
614-644-2223
www.com.gov/dico

OHIO ELEVATOR INSPECTION
614-644-2223
www.com.gov/dico

**OHIO COMMERCIAL
SWIMMING POOL INSPECTION**
614-466-7438
[www.odh.ohio.gov/odhprograms/
eh/swim/contact.aspx](http://www.odh.ohio.gov/odhprograms/eh/swim/contact.aspx)

OHIO EPA
937-285-6357
www.epa.state.oh.us

FOOD SERVICE / FOOD FACILITIES
937-225-5700
www.phdmc.org

STATE DAYCARE LICENSING
877-302-2347
www.jfs.ohio.gov/cdc/providers.stm

STATE FIRE MARSHALL
614-542-9277
www.com.ohio.gov/fire

**OHIO UTILITIES PROTECTION
SERVICE**
800-362-2764
www.oups.org

Check our website for additional useful information www.mcoho.org/build

- Up-to-date application forms and document downloads
- Complete Fee Schedule
- Flood Plain Maps and Regulations
- WBAFB Airport Zoning Regulations
- Who to contact in each Jurisdiction for various permit needs
- How to contact our staff
- Answers to Frequently Asked Questions
- Check the Status of your Application using *eConnect*

eConnect allows you to link directly to our permit database. You can now check the Permit Status of all permits issued since 1993. You can check the status of applications, and if they are on hold, why. Inspections are also documented as to when they are conducted, and whether they have passed or failed. Parcel Search will let you see all of the permits applied for and issued for a property.

