



# RESIDENTIAL APPLICATION FORM

SUBMIT ONE APPLICATION FORM FOR EACH BUILDING OR STRUCTURE. **PLEASE PRINT OR TYPE**

**MONTGOMERY COUNTY  
BUILDING REGULATIONS DIVISION**

451 W. Third St. P.O. Box 972 Dayton, OH 45422  
937-225-4622 • www.mcoho.org/build • Fax 937-225-6327

### 1. DESCRIPTION OF WORK TO BE COVERED UNDER THIS APPLICATION

\_\_\_\_\_

- If this permit application is connected to an existing building permit, what is that permit number? BLD \_\_\_\_\_
- (For Building Permits only) What is the estimated market value of completed project \$ \_\_\_\_\_

### 2. SCOPE OF PROJECT

- Check box that best describes the scope of this application:
  - New Complete Building
  - Repairs Only
  - New Building Addition
  - Damage Assessment
  - Alteration of Full Building or Dwelling Unit
  - Alteration of Partial Building or Dwelling Unit
- Size of work being built and/or altered, rounded to the nearest 100 sq. ft. *Include all areas under roof, including garages, covered porches, basements, whether finished or unfinished.* \_\_\_\_\_ Sq. Ft.
- Is the project in a FEMA regulated Floodplain?  Yes  No
- Is the project in the WPAFB Airport Zoning District?  Yes  No
- Type of sewer system: \_\_\_\_\_  Public  Private
- This project is designed to be: \_\_\_\_\_  Heated  Unheated
- Were any of the spaces that are proposed to be heated previously unheated spaces?  Yes  No
- The heat source for this project is:
  - Natural Gas
  - Electric
  - LP Gas
  - Geothermal
  - Unheated
  - Other

### 3. TYPE OF PERMIT(S) YOU ARE REQUESTING

(Check all that apply to this application) **UP-FRONT FEE**

- B.2 Building Work Only (For general construction of new, additions, alterations, remodeling, repairs, etc.) \$200
- B.3 Both Building and Mechanical work \$250
- M.1 Mechanical Work Only \$150
- B.10 Footing/Foundation Phase Only \$200
- B.11 Demolition of Entire Building \$125
- B.14 Floodplain Compliance Only \$100
- M.5 Furnace/AC/Water Heater Replacement (Same size and location only) \$150
- M.8 Gas Piping (Submit gas piping worksheet) \$125

**SUB-TOTAL UP-FRONT FEE DUE** \$

### 4. ADDITIONAL FEES TO BE ADDED TO BALANCE DUE:

- B.15 or M.9 Additional Inspection(s) Requested:  
How Many? \_\_\_\_\_ x \$75 = \$ \_\_\_\_\_
- Multi-family dwellings require separate Certificates of Occupancy for each unit. The first one is included in the base fee.*
- A.1 Number of Additional CO's Needed \_\_\_ x \$100 = \$ \_\_\_\_\_
- A.4 Emergency Inspection or Evaluation \$100

**5. PROJECT** Project Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City & Zip \_\_\_\_\_  
 Lot Number \_\_\_\_\_ Subdivision \_\_\_\_\_  
 Actual Jurisdiction (Township, Village, or City) \_\_\_\_\_  
 Parcel ID \_\_\_\_\_

**6. BUILDING OWNER** Phone \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Email \_\_\_\_\_

**7. APPLICANT INFORMATION** Phone \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Email \_\_\_\_\_

**8. DESIGNER INFORMATION** Phone \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Email \_\_\_\_\_

**9. CONTRACTOR INFORMATION** Phone \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Email \_\_\_\_\_

**10. I HEREBY CERTIFY** that I am the:  Property Owner  Agent for the Owner, and all information contained in this application is true, accurate, and completed to the best of my knowledge. **All official correspondence in connection with this application should be sent to my attention at the address shown above. I also understand that UP-FRONT FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE.**

Applicant Signature \_\_\_\_\_  
 Printed Name \_\_\_\_\_ Date \_\_\_\_\_

### OFFICE USE ONLY EFFECTIVE JULY 1, 2017 REV 7/20/17

Received by \_\_\_\_\_ via:  Main Office  Mail  Fax  Electronic  
 Total Fee Due \$ \_\_\_\_\_  
 Amount Paid Up-Front \$ \_\_\_\_\_ FOP \_\_\_\_\_  
 Penalty Fee Due \$ \_\_\_\_\_  
 Balance Due \$ \_\_\_\_\_ FOP \_\_\_\_\_  
 Plans approved by \_\_\_\_\_  
 Date approved \_\_\_\_\_ Code Ed. \_\_\_\_\_  
 Does this get a Certificate of Occupancy? Yes  No   
 Applicant Notified Permit Ready by \_\_\_\_\_ Date \_\_\_\_\_

# APPLICATION INFORMATION AND INSTRUCTIONS

Documents submitted for plan review **shall be drawn to an architect's or engineer's scale** and be sufficiently clear, comprehensive, detailed and legible so it can be determined if the proposed work will conform to all applicable provisions of the Residential Code of Ohio. All documents must bear the name, address and phone number of the party responsible for their preparation. Documents must be collated and bound into sets. Two sets of all drawings must be submitted for review.

## 1. Site Plans must include:

Dimensions of the lot. Size and location of all proposed and existing structures with dimensions from the building face to the property lines. All easements and setbacks. For properties that extend into flood hazard areas, shown existing and proposed topographic lines, and FEMA floodplain boundaries.

## 2. Foundation Plan must include:

Foundation materials. (concrete, block, etc.) Any reinforcing steel or mesh. All dimensions. Interior pier and thickened slab location and sizes. Beam sizes and spans. A continuous footing under the concrete slab at the garage doors. Window locations in foundation walls. Any access door locations and sizes. The direction, size, spacing and species of joists or trusses above or a joist layout plan. Footings shown as dashed lines, foundation walls shown as solid lines. For additions, include enough of the existing to show how the addition connects to the existing.

## 3. Floor Plans of each level must include:

Label all room uses, such as Kitchen, Clothes Closet, Storage, etc. Note that "Bonus Room" or "Loft" are not acceptable description of room uses. Include all room dimensions and overall building dimensions; door and window sizes and locations including emergency egress windows in all bedrooms; location of safety glazing; furnace, water heater, plumbing fixture, and washer and dryer locations.

Show all beam and column sizes; and the direction, size, spacing and species of joists and rafters, or a joist layout plan. For pre-engineered floor and roof framing systems, provide floor framing systems plans and details, and roof framing plans showing the spacing and span of the joists and trusses, along with separate professionally sealed truss engineering drawings. Submit all deck and porch structural information. For additions, include enough of the existing building to show how the addition connects to the existing, including room usage in existing structure and existing structure being attached to.

Note: Truss drawing may be submitted after the building permit is issued, but they must be submitted for approval, and the approved drawings must be on the job site at the time of the framing inspection

## 4. All Exterior Elevations or Views:

Indicate type and extent of exterior finishes. Show all doors and windows; indicate proposed finish grade; and show all porches, steps and decks. For additions,

include enough of the existing building to show how the addition connects to the existing.

## 5. Wall Sections must include:

Show all foundation materials, sizes and reinforcement; foundation waterproofing; all floor materials, wall materials, roof materials, connection details, and all insulation being installed, including type, thickness and R-value. Dimension the height of insulation on foundation wall if less than full height of wall.

## 6. Energy Analysis must include:

Submit REScheck analysis or other approved alternative compliance method. Include all component areas, calculations showing compliance, and match R-values and U-factors of the various sections. (See Permit Success Checklist on our website for more details)

### IMPORTANT NOTICES

1. A separate application is required for each individual dwelling unit, building or structure.
2. Footing /Foundation permit issuance constitutes partial plan approval for construction of the footing and foundation only. Construction may proceed only to the point for which approval has been given, at the permit holders risk and without assurance that approval for the entire structure will be given.
3. It is unlawful to begin the construction of a new structure, alteration or addition to an existing structure, and /or changing the use of an existing structure before receiving approved plans from this department, and zoning approval from the local zoning jurisdiction. **WORK BEGUN BEFORE PERMIT ISSUANCE WILL RESULT IN A PENALTY OF A DOUBLE PERMIT FEE.**
4. All approved documents from permit issuance or subsequent modifications, **must be available at the project jobsite for any scheduled inspection.**
5. Up Front Fees are not refundable, except in the case of Montgomery County clerical error, in which case all fees will be refunded. If you are unsure about your application, ask questions before you submit it. If a permit can't be approved due to code compliance issues, or if you change your mind or don't get the job to do the work, **no refund of the Up Front fees will be authorized.**

As necessary, separate applications are required for permits issued from:

- **For private septic systems** – Submit proof of Health Department approval with building permit application); and for other plumbing permits – Public Health – Dayton & Montgomery County (937-225-4421)
- **Zoning Approval** (Proof of approval required at time of building permit application.) Contact list available at our offices or at [www.mcoho.org/build](http://www.mcoho.org/build)