

## NEW RESIDENTIAL – ONE, TWO OR THREE FAMILY RESIDENCE

**Montgomery County Building Regulations**  
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# PROJECT SUCCESS CHECKLIST

INTRODUCTION

Permits and inspections are required for all new one, two or three family residential dwellings. Complying with State and local codes helps ensure the new structure is safe and meets efficiency requirements. To ensure timely approval and inspection, this guide explains what needs to be submitted, to whom, and what needs to be inspected, by whom, and in what sequence. Multi-family (four or more families) dwellings require a commercial building permit.



### WHO'S INVOLVED

You will need approvals from some or all of the following:

- **The Zoning Department** – looks at building location, access, parking and site grading issues
- **The Building Department** – looks at structural, electrical and other life safety issues, and reviews for compliance with adopted flood damage prevention standards in specified high risk areas
- **The Health Department** – looks at plumbing, private wells, and septic tanks

You can find out who to contact in each jurisdiction in Montgomery County at our website:  
<http://www.economicgateway.com/mcoho/building/contact-us-and-partner-agencies>

### WHAT'S COVERED, AND WHAT'S EXEMPT

**Zoning Department:** Approval of type of residential dwelling (one, two or three family), and size and location of structure. Contact your local zoning department for specific requirements.

**Building Department:** Approval of the building plans, including, but not limited to: foundation, floor plans, framing, exterior elevations, wall sections and energy conservation features

**Health Department:** Approval is required from Public Health-Dayton & Montgomery County for plumbing, and when a private septic tank or private well is being installed on a property.

**Manufactured Homes (HUD Approved)** are regulated by the Ohio Manufactured Homes Commission, and do not go through the local building departments for inspection or approval. They are still subject to local zoning approval. Note that after the home is installed, any local construction additions and alterations are regulated by the local building department. Examples include site built garages and porches.

**Industrialized Units (State of Ohio Approved)** are regulated by the local building and zoning departments, just like site built homes.

AGENCIES INVOLVED

DETAILED SCOPE

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The following checklists will help you successfully navigate these agencies to ensure approval of the new residential structure:

## WHAT NEEDS TO BE SUBMITTED FOR APPROVAL

- Obtain zoning approval from the local jurisdiction where the new dwelling will be located. After approval is granted, submit the zoning permit and two copies of their stamped plans with the building permit application. The stamped plans should say “Approved” and have the zoning administrator’s signature.
  - All sheets being submitted must include the owner’s name, project address, and the name and contact information for the person who prepared the drawings. All sheets must also be dated.
  - Site plan, prepared to an identified architectural or engineering scale, submitted to Building Department.
  - Provide foundation plans and floor plans, drawn to an identified architectural scale. Identify the use of all rooms, all door sizes and landing dimensions, bedroom egress window locations, complete dimensions. Show the location of furnace(s), laundry room equipment and plumbing fixtures.
  - Provide elevation views of all four elevations, drawn to an identified architectural scale.
  - Provide sections and details of the new construction, also drawn to scale.
  - For fuel fired furnaces, show the location and combustion air information (if applicable).
  - Submit an energy analysis showing compliance with the current International Energy Conservation Code (IECC) or Residential Code of Ohio (RCO).
- Note: See other project success checklists for more detailed information about various specific project types.

## WHAT NEEDS TO BE INSPECTED, AND BY WHOM

*Z = Zoning Inspection    B = Building Inspection    H = Health Inspection*

- Location per approved plans – Z, B
  - Foundation\*\* - B
  - Rough Inspection\*\* – B
  - Electrical\*\* – B
  - Plumbing – H
  - Private Wells - H
  - Private Septic – H
  - Final Inspection – Z, B, H
- \*\* See separate detailed inspection checklists