

# RESIDENTIAL ADDITION PERMIT – ONE, TWO OR THREE FAMILY RESIDENCE

## PROJECT SUCCESS CHECKLIST

Permits and inspections are required for all new additions to one, two or three family residential dwelling units. Complying with State and local codes helps ensure the new structure is safe and meets all applicable codes. 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.

### WHO'S INVOLVED

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

- **The Zoning Department** – looks at structure location, access, and parking issues
- **The Building Department** – looks at structural, electrical and other life safety issues
- **The Health Department** - looks at plumbing permits if applicable



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

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

**Zoning Department:** Approval of the size and setback of the new addition is required.

**Building Department:** Approval of the building plans, including, but not limited to: electrical, foundation, floor plans, framing, exterior elevations, wall sections and energy conservation. Multi-family (four or more families) require a new commercial structure permit.

**Health Department** approval is required if there is new plumbing associated with the new addition.

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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. Identify the use of all rooms, existing and new, all door sizes and landing dimensions, bedroom egress window locations, complete dimensions,
- Include any new interior partitions and any changes to existing wall and room configurations.
- Provide elevation views of the new work, and enough of the existing dwelling to show how they are connected.
- Provide sections and details of the new construction.
- Show the location of furnace(s), laundry room equipment and plumbing fixtures.
- For gas fired furnaces, show the location and combustion air information (if applicable)
- Submit an energy analysis compliant with the current International Energy Conservation Code (IECC) or Residential Code of Ohio (RCO).
- Electrical requirements: Receptacles are required per the current National Electrical Code (NEC) Article 210-52.

Note: More detailed information about submittal requirements can be found on other permit success checklists for 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