

What Do I Do Next?

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For many, applying for a building permit is a “once in a lifetime” experience. To remove some of the mystery, here is a summary of the process:

1. A property owner, or someone they hire, prepares construction documents for the project, indicating where it is, how big it is, the construction materials, etc. See our **Sample Documents** for more information.
2. The property owner secures any approvals which are necessary prior to Building Regulations accepting an Application for Permit (zoning certificate, septic permit, etc.). See our **Application** for more information.
3. The property owner, or their designee, files an **Application** for a building permit, accompanied by the various approvals, fees, certificates and documentation as described on the appropriate **Checklist**.
4. The Application and the documents are reviewed by Building Regulations team members. We are checking for:
 - Appropriate **zoning** approval, address and parcel ID.
 - FEMA-designated **floodplain** proximity to the project and any necessary flood-proofing.
 - **WPAFB Airport Zoning** requirements for sound intrusion reduction.
 - **Energy conservation** compliance as required by the Residential Code of Ohio.
 - Compliance with the **Residential Code of Ohio** for all aspects of the proposed construction. See our **Checklists** for more information.
5. If any of the documentation is missing information or is not in compliance with the building code, the review is suspended and the applicant is notified. If the corrections are minor, the plans examiner may cite corrections necessary and allow the permit to be issued with correction notes.
6. When all of the documents are in compliance and fees are paid, a **Permit** is issued.
7. Once the building permit is obtained from our office, construction can commence. Be sure to check your approved set of permit documents for noted requirements that must be met during the construction process, and review the attached inspection guide.
8. Our inspectors need to visit the project to confirm compliance at various stages. Be sure your *approved set of documents* are on-site during the inspection. See the **Inspection Guide** for more information. Lost your approved set? Call Building Regulations to purchase a replacement copy prior to your next inspection!
9. Design changes made during construction must be documented and approved *prior* to installation. Call the **Plans Examiner** for more information.
10. Construction must be complete within twelve months. Upon passing your final inspection a **Certificate of Occupancy** may be issued. Permit extensions of up to one additional year may be granted upon written request received **before** the permit expires.

The real-time progress of your application, permit and inspections can be followed via e-connect at our website: www.mcoho.org/build. Click the “Check Permit Status” link on the left side.