

**SOUTHEAST OHIO BUILDING DEPARTMENT**  
205 PUTNAM STREET, MARIETTA, OH 45750, (740) 374-4185

**APPLICATION FOR RESIDENTIAL BUILDING  
PLAN APPROVAL**

**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 of the use of an existing structure before receiving approved building plans from this department. **WORK BEGUN BEFORE PERMIT ISSUANCE WILL RESULT IN A PENALTY OF A DOUBLE PERMIT FEE.** (Washington Co. Fee Structure Resolution)
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 Washington County Clerical error, in which case all fees incorrectly assessed will be refunded. If you are unsure about your permit request, ask questions before you submit your application. 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.

**PERMIT APPLICATION INFORMATION AND INSTRUCTIONS**

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. FEMA FIRM data if applicable.
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 must include:** All Room uses, such as Kitchen, Clothes Closet, Storage, etc. All room dimensions. Overall dimensions. Door and window sizes and locations including emergency egress windows in all bedrooms. All furnace, water heater, plumbing fixture, and washer and dryer locations. All beam and column sizes. The direction, size, spacing and species of joists and rafters, or a joist layout plan. Spacing and span for pre-engineered trusses, with separate professionally sealed truss engineering drawings. 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. Truss drawings must be submitted with initial application when they are spaced more than 24" on center, such as in pole barns. 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.
4. **All Exterior Elevations or Views:** Indicate type and extent of exterior finishes. Show all doors and windows. Indicate proposed finish grade sloped to drain. Show all porches, steps, handrails/guardrails and decks. For additions, include enough of the existing building to show how the addition connects to the existing.
5. **Wall Sections must include:** All foundation materials and sizes. Foundation waterproofing. All floor materials. All wall materials. All roof materials. Connection details. All insulation being installed, including type, thickness and R-value. Vertical dimension of insulation on foundation wall if less than full height of wall.
6. **Energy Analysis must include:** All component areas. Calculations showing compliance.

**LOG-IN DATA/FAULT CURRENT ANALYSIS SUBMITTAL REQUIREMENTS**

1. To ensure compliance with the National Electrical Code, attention will be given to the SHORT-CIRCUIT RATINGS of proposed electrical equipment and over current devices. Electrical system designers or contractors are required to submit a Log-In Data Form and a Fault Current Analysis, where required below, for review BEFORE actual installation. Blank forms are available from the Building Department. It is also recommended that a floor plan be submitted showing the location and size of all service equipment, panels, and sub panels, so the adequacy of the working clearances, access, grouping of disconnect, etc. can be verified prior to equipment purchase and installation. Three to five days may be required for review, so we strongly recommend that the information be submitted with the electric permit application.
2. For all new, altered or reconstructed single family dwellings wired for 120/240 volt single phase rated not more than 200 amps service, AEP may limit the available fault current at the point of service delivery to 10,000 amps.\*
3. For all new, altered or reconstructed single family dwellings wired for 120/240 volt single phase rated more than 200 amps but not more than 400 amps, AEP may limit the available fault current at the supply point to 22,000 amps.\* All equipment must be rated for such potential fault current or a LOG-IN Data Form and Fault Current Analysis must be submitted.
4. For all new, altered or reconstructed multi-family dwellings of three floors or less and wired for 120/240 volt single phase service, AEP may limit the available fault current at the supply point to 22,000 amps.\* All equipment must be rated for such potential fault current, or a Log-In Data Form and Fault Current Analysis must be submitted.
5. For all electric services not mentioned above, the designer or contractor must request that the utility company provide a statement of the available fault current at their point of service delivery, along with the address and jurisdiction of the job. The designer or contractor must submit a completed Log-In Data Form, and provide the information required in (A) or (B) below.

*Once the plans have been examined and approved, a Plan Approval will be issued to the owner along with two sets of construction documents. One of the sets of construction documents must remain at the job site at all times during construction. Inspections can be obtained from the Building Department by calling at least one day prior to needing an inspection at (740) 374-4185. Once all inspections have been obtained a final Certificate of Occupancy will be issued for occupied buildings.*

# APPLICATION FOR RESIDENTIAL PLAN APPROVAL

PARCEL NUMBER (Required) \_\_\_\_\_

(SUBMIT ONE APPLICATION FOR EACH BUILDING OR STRUCTURE)  
PLEASE PRINT OR TYPE ON BOTH SIDES

● <b>Occupant Information</b>		
Name _____		
Contact Name _____	Phone Number _____	
Address _____	e-mail _____	
City _____	State _____	Zip Code _____

● <b>Property Owner's Information</b>		
Name _____		
Contact Name _____	Phone Number _____	
Address _____	e-mail _____	
City _____	State _____	Zip Code _____

● <b>Applicant/Submitter's Information</b>		
Name _____		
Name of Firm _____	Phone Number _____	
Address _____	e-mail _____	
City _____	State _____	Zip Code _____

● **Plans Prepared By (Check One)**

Owner	<input type="checkbox"/>	
Ohio Registered Architect	<input type="checkbox"/>	Ohio Reg No. _____
Ohio professional Engineer	<input type="checkbox"/>	Ohio Reg No. _____
Certified Sprinkler/Alarm Designer	<input type="checkbox"/>	Ohio Reg No. _____

● **A. Description of project**

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● **B.**  Zoning – Go to worksheet A  
 Floodplain – Go to worksheet B

● **C. Is this in an incorporated City or Village?**     Yes     No

● **D. Nature of Job**

New     Addition     Alteration

**If this building is Use Group R1, R2, or R3**  
Specify the number of apartments or units \_\_\_\_\_

● **Cost of work covered by this application** \$ \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only – Date Received \_\_\_\_\_

**Other permits may be required in the City of Belpre, City of Marietta, Village of Beverly, Village of New Matamoras, Village of Martins Ferry and Village of Caldwell.**

\*Fees are in addition to the initial fee.  
 \*\*Prior to submission of application and plans.

**Make check or money order payable to:  
 Southeast Ohio Building Dept.**

As necessary, separate applications are required for permits issued from:  
 • City of Marietta Health Dept – 740-373-0611 – Plumbing permit for City of Marietta  
 • City of Marietta, Engineering Dept 740-373-5495 – Land Development, Access, Right of Way, Sidewalks, Curb Cuts

APPLICATION NO. \_\_\_\_\_

● Circle Appropriate Floor (s)	Total Square Feet Per Floor
A. Basement	_____
B. First Floor	_____
C. Additional Floors—Mezzanines	_____
<b>Total Square Feet</b>	_____

***Lineal & Square Footage Figures Rounded  
 Up To the Next 100 Square/Lineal Feet***

<b>FEE SCHEDULE</b>	
<b>● STRUCTURAL</b>	
\$125.00 Processing Fee	
\$10.00 per 100 Square Feet	
<b>● MECHANICAL</b>	
\$125.00 Processing Fee	
\$10.00 per 100 Square Feet	
<b>● ELECTRICAL / SERVICE ENTRANCE</b>	
\$125.00 Processing Fee	
\$10.00 per 100 Square Feet	
<b>● FIRE SUPPRESSION</b>	
\$100.00 Processing Fee	
<b>● FIRE DETECTION &amp; ALARMS</b>	
\$100.00 Processing Fee	
<b>● RE-ROOFING</b>	
\$50.00 400 Square Feet or More	
<b>● SIDING</b>	
\$50.00 400 Square Feet or More	
<b>● DECKS</b>	
\$50.00 Processing Fee	
\$10.00 per 100 Square Feet	
<b>● FIELD INSPECTION</b>	
\$50.00 Structural/Mechanical/Electrical	
<b>● RESUBMITTAL FEE</b>	
\$75.00 per Resubmittal	
<b>● PRELIMINARY REVIEW</b>	
\$75.00 per Submittal	
<b>● PERMIT RENEWAL</b>	
\$25.00 One Time Renewal	
<b>● NON-COMPLIANCE FEE</b>	
\$ (2X permit fee)	
<b>SUB TOTAL</b>	
<b>● 1% STATE OF OHIO SURCHARGE</b>	
<b>TOTAL</b>	

**CONTRACTOR'S REGISTRATION  
CERTIFICATE MUST BE DISPLAYED  
ON JOBSITE**

**General**

Name: \_\_\_\_\_  
Registration #: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Electrical**

Name: \_\_\_\_\_  
Registration #: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**HVAC**

Name: \_\_\_\_\_  
Registration #: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Plumbing**

Name: \_\_\_\_\_  
Registration #: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Hydronics**

Name: \_\_\_\_\_  
Registration #: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Refrigeration**

Name: \_\_\_\_\_  
Registration #: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Fire Suppression or Alarms**

Name: \_\_\_\_\_  
Registration #: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Other** \_\_\_\_\_

Name: \_\_\_\_\_  
Registration #: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_