



Board of Commissioners

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RESIDENTIAL PROJECTS

Application Requirements – Process – Procedure

The Portage County Building Department is Certified by the State of Ohio Department of Commerce, under the Ohio Board of Building Standards, as prescribed by Ohio Law in Sections 3781 and 3791 of the Ohio Revised Code and is charged therefore with the enforcement of the rules of the Board of Building Standards.

In particular, this document addresses all Residential Projects; which fall under the 2019 Residential Code of Ohio (RCO) and the related Codes and Standards defined therein.

It is important to understand the key components of any project. It is the requirement of the applicant to make application and to submit construction drawings to the Building Department for review and to determine Code compliance, and at the local jurisdictional level, in this case the County, to issue the required permits, collect fees and track the required inspections as defined in the RCO, and when all is successfully completed, to issue the required Certificate of Occupancy.

Important Notes:

- Construction drawings are not required to be authored by a design professional and may be created by the homeowner or others, such as the chosen contractor.
- Permits for the work being performed can be obtained by the homeowner or their authorized agent, such as a chosen contractor. All contractors that apply for and obtain a permit must be registered with County. Homeowners are exempt from this process and are required to complete a Homeowners Exemption from registration form.

APPLICATION / Required Document Submittal . . .

1. **Zoning Permit** - obtain from the Township or Village Zoning Department.
2. **Building Permit Application** – complete all sections up to and including the total gross square footage section.
3. **Other Building Department Permit Applications** – in addition to the primary building permit, and depending on the project scope, other permits such as electrical and mechanical will be required to be obtained before that type of work may proceed and applicable inspections can be conducted.
4. **Septic Permit** - for new homes using a septic system, contact the Portage County Health Dept and obtain a Septic Permit.
 - For existing homes on septic that are constructing an addition or alterations that contain additional bedroom(s) and/or any room over 70 sq. ft. with a fixed door or entryway less than 4-feet in width – contact the Portage County Health Dept for their determination if the existing septic system is adequate. Based on their determination they will either issue a permit for the required alterations, or a document indicating that the septic system is adequate.
5. **Sewer Permit** - for new homes that will tie in to a sanitary sewer – contact Portage County Water Resources and obtain a **Sewer Permit**.



APPLICATION / Required Construction Drawings Submittal . . .

1. **Site Plan** – *A project site plan is required for all construction projects, with the exception of interior remodeling projects, as they are confined to the existing structure. The site plan is an important document and will allow the Building Department to assess the project in relationship to property lines, other structures and servicing equipment on the property; to make certain that there are no conflicts that would jeopardize the project. The Site Plan shall contain the following minimum details and information.*
 - Property lines with metes and bounds – show the property shape with all perimeter dimensions.
 - Physical location of the primary dwelling and any other structures on the property, and the dimensional relationship of each to the property lines, as well the distance between each structure. This shall include the structure and/or project that is being applied for.
 - Location of utilities – show where the primary utilities enter the property and where they terminate at the dwelling, or other structures, and whether they are overhead or underground.
 - Location of the well & septic system on the property, if applicable. If the property is served by public water and/or sewer, this just needs to be written on the site plan.
2. **Three (3) Complete Sets of Construction Plans**, including a cover sheet indicating the owners name and project address, a description of the project and an index of the drawings in the package.
 - Three (3) sets of plans are required as one will remain with the project file at the Building Department and the other two (2) will be returned to the applicant and stamped as "Job Copy". One of the "Job Copy" sets is required to remain at the job site for use during the construction process and for the Inspector's use during their required inspections. The other job copy set is for the applicant's records.
 - Please refer to the project specific section of this document, for the required details of the Construction Plans, relative to your specific type of project.

PROCESS / PROCEDURE . . .

In addition to the above required documents for submittal, please refer to the detailed information that follows for the requirements when submitting construction drawings.

If you have any questions, please do not hesitate to contact our office.

PLEASE NOTE:

- *The following information is provided for your understanding and depicts the type of drawings required for the most common residential construction projects. Please pay particular attention to the details that are required for each type of drawing, as having this detail will not only expedite the plan review and permit process but reduce the potential need for resubmissions.*
- *The details of the drawings submitted, should be such that any person familiar with the construction process, could use the drawings to create the project, exactly as envisioned. This should include all dimensional details and material specifications, sizes, etc.*

Required Construction Drawings by Project Type . . .

1. Reroofing

- Construction drawings are not necessarily required (see next bullet point).
- At minimum a written detailed scope of work is required that defines all the aspects of the project, such as but not limited to the following example:
 - *Remove all existing roof coverings and flashing down to the roof deck.*
 - *Replace any damaged roof sheathing.*
 - *Replace all flashings.*
 - *Install new underlayment (describe the materials used).*
 - *Install ice and water shield on all eaves to 24 inches up from the exterior wall and in the valleys.*
 - *Install (brand) 35-year, fiberglass (type) shingles using (fastener size and type), as defined within the manufacturers installation instructions.*

2. Deck / Porch / Ramp / Gazebo (on post foundation):

- **Floor Plan** – indicating the exact shape of the project and all perimeter dimensions, including any stairs and the entry door of the house serving the new construction. Also provide the dimensional location of all the support posts.
- **Cross-Sectional Plan** – indicating the structural plan, including the dimensional shapes and sizes of: post hole (including depth below grade), concrete footing, support post, headers/beam, ledger, floor joist, flooring, stair section and guard rails and all methods and fastener types used for the connections of these components, including floor height from grade.
- **NOTE:** If a roof is part of the planned construction also include with the cross-sectional plan, a detailed layout of the roof construction including the size, shape and pitch of the roof structure or engineered truss system, its connection to the existing house and its support structure, all roof coverings and the required gutters & downspouts.

3. Deck / Porch / Ramp / Gazebo (on continuous foundation):

- **Floor Plan** – (similar to # 1 above) except to indicate the dimensional shape and location of the foundation.
- **Cross-Sectional Plan** – (similar to # 1 above) except to indicate the footing and foundation size (including depth below grade) and construction type, as well as all other structural details.
- **NOTE:** Roof structure requirements same as above.

4. Accessory Building or Accessory Building Addition (on post foundation)

*** Note: Must adhere to RCO Section 328, a copy of which is available on the Building Dept. web page and at our counter.

- **Plan / Elevation Views** – depicting the appearance of the finished project from all exterior sides.
- **Floor Plan** – indicating the exact shape of the building and its perimeter dimensions, including the size and location of all overhead doors, man doors and windows. Also provide the dimensional location of all the support posts.
- **Cross-Sectional Plan** – indicating the structural plan, including the dimensional shapes and sizes of: post hole (including the required minimum depth below grade of 48 inches), concrete footing, support post, up-lift protection, floor type, girts, headers, bracing and roof construction system, including the required gutters and downspouts and the types and sizes of code compliant fasteners planned for use in the connection of these components. Please see RCO Figure 328 for a representative detail of this plan.

5. **Accessory Building or Accessory Building Addition (on continuous foundation):**
- **Plan / Elevation Views** – same as #3 above.
 - **Floor Plan** – (similar to # 3 above) except to indicate the dimensional shape and location of the foundation.
 - **Cross-Sectional Plan** – (similar to #3 above) except to indicate the footing and foundation size (including depth below grade) and construction type, all wall section details, floor type, the size, shape and pitch of the roof structure or engineered truss system, its connection to the structural walls and all roof coverings, including the required gutters and downspouts.
6. **Interior Remodeling / Alterations:**
- **Scope of Work** – a separate page detailing all the work that is planned to be performed, including any demolition.
 - **Floor Plans (2)** – a detailed floor plan of each floor where work will be done. One plan shall indicate all existing rooms, including their shape, size, location and size of all windows and doors and each room's primary use; as well as hallways, stairs, etc. – this drawing should also clearly define any areas of demolition to coordinate with the scope of work. The second plan shall also indicate all rooms, including their shape, size, location and size of windows and doors and each room's primary use; as well as hallways, stairs, etc – this drawing will define the result of the alterations, and coordinate with the scope of work.
 - **Cross-Sectional Plan** – anytime any structural changes take place (i.e. foundations, walls, floors, ceilings, roof systems) provide a detailed cross-sectional view of the work, including but not limited to; sizes and spacing of studs, headers, bottom and top plates, rafters, trusses and their anchoring methods, as well as all insulation and coverings.
7. **Additions to Existing Dwellings, including Garage Additions:**
- **Plan / Elevation Views** – depicting the appearance of the finished project from all exterior sides.
 - **Floor Plans** – a detailed dimensional floor plan of all levels, including attached garages, porches and decks. This shall indicate the size, shape and primary use of each room and the doors and windows that serve them, as well as all hallways and stairs.
 - **Exterior Wall Envelope / Interior Wall Sections** – a detailed cross-sectional view of the primary structure, from the bottom of the footing to the top of the roof including all structural materials, their shapes, sizes, configurations, anchoring methods and connections; including insulation details and all interior and exterior coverings; as well as any exterior decks, porches, ramps, or gazebos. This should also include a cross-sectional view of all interior wall construction and structural headers, supporting methods and foundation details (i.e. interior foundations and support posts),
8. **New Dwelling:**
- **Plan / Elevation Views** – same as # 6 above.
 - **Floor Plans** – same as # 6 above.
 - **Exterior Wall Envelope / Interior Wall Sections** – same as # 6 above.