



WHAT IS A PERMIT?

A permit is a license that allows you or a contractor to perform work on your house or building. It is issued to the owner or the owner's agent such as the contractor, sub-contractor, or other person responsible for the work being done, and it identifies the required inspections. Permitting requirements are governed by County, City, or Village ordinances, zoning regulations, and various state building code requirements. Some work may not require zoning or building permits, but nonetheless, must still comply with the applicable codes.

HOW DO I GET A PERMIT?

It's simple. Just complete an application through our on-line customer portal, uploading any required drawings and/or documents. Applications and drawings are reviewed for completeness and conformance with codes. Applicants will be notified if any revisions are required, and will be contacted by e-mail when ready. Most residential applications are reviewed within 3 to 5 business days. Commercial plan approvals run approximately 14 to 21 days depending on size of the job and the season. Questions? Call 937-440-8121, option 1.

HOW AND WHEN DO I PAY FOR MY PERMIT?

Fees are due when the permit is issued, not when you apply. You may pay by cash, check, or credit card. A 2.65% service fee will be assessed for credit card use).

WHEN CAN I START WORK?

Work can begin after the permit is paid for and issued. Emergency repair / replacement (i.e. furnace, central air) can proceed as long as the application is submitted immediately. Work started or performed without a permit is subject to a Stop Work Order and penalty fees.

WHAT WORK DOES THE MIAMI COUNTY DEPARTMENT OF DEVELOPMENT REGULATE?

One, Two, and Three Family Dwellings and their accessory structures, commonly referred to as "**Residential Construction**": Per local resolutions, Miami County Department of Development regulates new construction, additions, & their accessory structures, including work such as finishing basements, converting garages to living spaces, and deck construction. Enforcement extends to both structural and non-structural construction, and includes mechanical and electrical work as well.

All Commercial and Multi-Family (4 or more) Residential Structures, commonly referred to as “**Commercial Construction**”: Per state law, this construction is regulated by the Ohio Board of Building Standards, and is enforced locally by the Miami County Department of Development. This includes new construction, additions, structural and non-structural alterations, and changes of occupancy. Enforcement also covers mechanical and electrical work, and fire suppression and alarm systems.

WHAT DO I NEED TO SUBMIT IN ORDER TO GET A PERMIT?

Residential permit submittals must include drawings that describe the proposed work and how it will meet applicable code requirements. Upon approval of a permit, a payment link will be e-mailed to you. Upon payment, we will e-mail the drawings with approval marks and possible notes.

Commercial permit applications must include Ohio Certified drawings and specifications describing the work for which the permit is sought, and how it will meet applicable code requirements. Commercial submittals will require the following to meet plan approval: zoning approval, site plan, site accessibility plan, floor plans, roof plans, exterior elevations, exterior building envelope, wall sections, wall and door finish schedules, description of the structure, fire suppression system if applicable, fire alarm drawings if applicable, etc. Any questions please call the office at 937-440-8121, option 1. Upon approval of a permit, a payment link will be e-mailed to you. Upon payment, we will e-mail the drawings with approval marks and possible notes. **(Please contact the local fire department to verify that they do or do not wish to have a set to review and comment.)**

CAN I GET A PARTIAL PERMIT TO GET CONSTRUCTION STARTED MORE QUICKLY?

A variety of partial permits are available to expedite construction. The most common is the issuance of a footing / foundation permit which is processed in 1 to 3 days. Footing / foundation permits are only available on certain types of projects. Shell permits are processed in the same time frame as complete construction permits, but allow expedited construction since work can proceed before all interior detailing is completed.

EXPLAIN C.O.'s AND T.C.O.'s

Certificates of Occupancy (C.O.'s) are issued after all work has been completed and inspections (including inspections by other agencies such as plumbing and fire department) for the main building permit have been approved.

Temporary Certificates of Occupancy (T.C.O.'s) may be granted by the Chief Building Official if either part of the work is 100% complete, or all of the work is mostly complete. All spaces to be occupied must have been inspected per normal procedures, and must be deemed safe to occupy. In other works, all matters relating to life safety, such as exit signs, door hardware, alarm and suppression systems, must be installed and functioning properly. Also, our policy is that all permits must have been obtained or at least applied for before a T.C.O. will be considered.

NOTE: A zoning “Certificate of Occupancy” only shows compliance with zoning ordinances for land use approval. It does not the place of the Building Department’s Certificate of Occupancy for building use approval.

RE-INSPECTION FEES EXPLAINED

Re-inspection fees are assessed after an inspection is done once, turned down, and then any of the same items are found to be lacking or improperly installed on the follow-up inspection. In other words, you get 1 free inspection per phase of work, but subsequent re-inspections must be paid for.

NO ACCESS, NOT READY, NO ADDRESS, MISSED INSPECTIONS, NO APPROVED DRAWINGS ON SITE: These situations cause us to assess a re-inspection fee immediately. No access means we could not gain access to the work due to a locked door, vicious dog, etc. This could also be assessed if the building has personal belongings in it, but no adult was there to escort us on our inspection. Not ready means that it was obvious during the course of our inspection that the work had not been completed sufficiently for us to inspect all that we were requested to. Typically, we allow up to 6 deficiencies to be noted on an inspection before we say it's apparent that the work is not ready. No address means we could not observe a posted address, visible from the street when we arrived to do an inspection. Without such address visible, we can't be sure we are inspecting the right property. Approved drawings need to be on site to conduct a proper inspection. Missed inspection fees will be assessed when work is covered up without inspection, and then have to spend time deliberating and discussing acceptable measures to verify construction adequacy of concealed work.

The Chief Building Official may waive penalty fees if legitimate misunderstandings occurred or if our office gave out incorrect information or acted incorrectly. Penalty fees must be paid before we continue with further plan reviews or inspections, and may be paid by check, cash, or credit card.

HOW CAN I APPEAL A DECISION, INTERPRETATION, OR ORDER OF THE BUILDING REGULATIONS DIVISION?

All decisions, interpretations, and orders of the Building Regulations Division are appealable. Upon received a written request for an appeal or variance of one of the codes the Building Regulations Division enforces, a written Adjudication Order (a written order to comply with a law) will be prepared. It will detail the code issues involved and will indicate to whom and how you file an appeal. Miami County administers a residential appeals board, and the Ohio Board of Building Standards administers the commercial appeals board.

EXPLAIN YOUR REFUND POLICY

Fees are not refundable unless the fee is assessed mistakenly on our behalf, in which case we will refund the entire amount.

WHAT DO I NEED TO GET A DAYCARE LICENSING PERMIT?

Most day care facilities are regulated by both the Ohio Building Code, and the Ohio Department of Job and Family Services. To determine what type of child care license is required by the ODJFS, contact them at 513-852-3296, or check their website at www.state.oh.us/odhs/cdc.

As part of their licensing requirements, they require proof of a Certificate of Occupancy from the Building Regulations Department before they will issue their license. In order for us to issue a C.O., you must obtain a building permit from our department by submitting construction documents, and/or a floor plan. Permits can be applied for through our on-line customer portal and will require that you describe your proposed use and any proposed construction or alterations in accordance with the OBC.

WHAT DO I DO IF MY BUILDING IS DAMAGED BY FIRE, WIND, RAIN, SNOW, OR VEHICLES?

When requested, the Building Regulations Department staff will conduct a damage assessment inspection as soon as possible after being notified of damage to a structure or building system. All such inspections require a damage assessment consultation to be obtained, preferably before the inspection, but in emergencies, an application can be deferred to a later time. If emergency inspections are done outside normal working hours, after hours inspection fees will be assessed in addition to other scheduled fees.

Our inspectors will determine either:

1. Damage was minor - no repair permit or inspection is necessary
2. Damage repair may proceed with the understanding that items damaged will be replaced with like material. A repair permit must be obtained, and all work must be inspected before concealed, but no drawings are required
3. Extensive repairs are necessary – a repair permit must be obtained, drawings must be submitted detailing the work to be done, and all hard work

WHAT ARE THE CURRENT CODES??

COMMERCIAL CODES & SELECTED REFERENCED STANDARDS *EFFECTIVE 3/2/2024 **(COMMERCIAL, INDUSTRIAL, 4 FAMILY & ABOVE RESIDENTIAL)**

Building Code: 2024 Ohio Building Code

Accessibility: 2017 ICC A117.1 Accessible and Usable Buildings and Facilities

Mechanical Code: 2024 Ohio Mechanical Code

Electrical Code: 2023 FPA 70, National Electrical Code

Energy Code: 2022 IECC and 2019 ASHRAE 90.1

Fire Alarm Code: 2022 NFPA 72, National Fire Alarm Code

Sprinkler Code: 2022 NFPA-13 Standard for the Installation of Sprinkler Systems

Fuel Gas Code: 2015 International Fuel Gas Code

Flood Damage Prevention Regulations: 2024 Ohio Building Code & Miami County Zoning

RESIDENTIAL CODES & SELECTED REFERENCED STANDARDS *EFFECTIVE 3/2/24 **(1, 2, & 3 FAMILY DWELLINGS & THEIR ACCESSORY STRUCTURE)**

Building Code: 2019 Residential Code of Ohio

Electrical Code: 2023 NFPA National 2023

Energy Code: 2018 International Energy Conservation Code of Chapter 11 RCO

Fuel Gas Code: 2018 International Fuel Gas Code

Flood Damage Regulations: Residential Code of Ohio and the Miami County Flood Damage Prevention Regulations

Plumbing Code: Contact Public Health at 937-573-3500

Ohio Elevator Code: Contact State of Ohio, Department of Commerce, Elevator Inspection Section at 614-644-2244

Ohio Boiler & Pressure Vessel Rules: Contact Ohio Department of Commerce, Division of Industrial Compliance, Bureau of Operations and Maintenance, Boilers at 614-644-2223

OTHER CRITERIA:

Frost Depth – 32"

Ground Snow Load – 20 PSF

Wind Speed – 115 MPH

Seismic Zone – 1

Rob England, Chief Building Official
Miami County Department of Development