



# RESIDENTIAL ONE, TWO OR THREE FAMILY RESIDENCE OR ADDITIONS.

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## PROJECT SUCCESS CHECKLIST

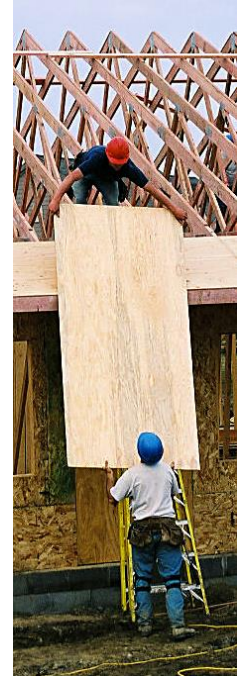
INTRODUCTION

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 Health Department** – Looks at plumbing and septic permits if applicable. Zoning will need health department approval first in some cases.
- **The Zoning Department** – Looks at structural location, access, flood plain, and possible parking issues.
- **The Building Department** – Looks at structural, electrical, hvac, fall protection, and other life safety issues.



AGENCIES INVOLVED

### 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. Approval needed for any alterations to septic, sewer, or plumbing. Check with local HD before starting any construction.

DETAILED SCOPE

## RESIDENTIAL – ONE, TWO OR THREE FAMILY RESIDENCE OR ADDITIONS.

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. Submit zoning approval along with 2 sets of building plans.
  - 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.
  - Provide foundation plans and floor plans. Identify the use of all rooms, existing and new, bedroom egress window locations, complete dimensions,
  - Include any new interior partitions and any changes to existing wall and room configurations.
  - Provide some type of elevation view of the new work, and enough of the existing dwelling to show how they are connected.
  - Copy of engineered truss drawings or rafter drawings showing lumber sizes and spans.
  - Name of electrical power company.
  - Provide wall section and footer foundation sections and details of the new construction.
  - Crawl space must specify if waterproofed, insulated, vented or unvented, conditioned, etc.
  - Submit an energy analysis plan. RES Check, or Insulation compliant sign off sheet available in our offices.
- Note: Please contact our offices Monday – Friday 7:00 am – 9:00 am for more detailed information about submittal requirements and codes if you wish to discuss with an inspector.

### WHAT NEEDS TO BE INSPECTED, AND BY WHOM

*Z = Zoning Inspection    B = Building Inspection    H = Health Inspection*

- Site location per approved plans – Z, B
- Footer /Foundation - B
- Rough Inspection –B
- Insulation – B
- Final inspection – H, B
- Plumbing - H