

**WORKSHEET: PERMITTING REQUIREMENTS FOR PROPERTIES CONSTRUCTED AS RESIDENTIAL STRUCTURES OF 1 - 4 DWELLINGS**

**1. Address of the Property:** \_\_\_\_\_

Review each numbered question below, If NO, skip to next question. If YES, continue reviewing all subsequent questions to ensure you have a complete list of necessary permits. (See page 2 for Legend/Definitions).

**2. Is the project situated in 1% Chance Flood Plain Overlay Area? If YES, an additional Flood Plain Development Permit is REQUIRED, except as noted as FDP**

Verify by reviewing FEMA Website, move cursor to square, type in address and review the map. <https://msc.fema.gov/portal/home>

**3. Is the project in a Zoning Overlay District? If YES, ZC is substituted for alternative overlay certificate and additional regulations may apply: Historic = ZCOA, Hillside or Urban Design = ZCDC**

Verify by reviewing CAGIS Online, click orange circle in upper right corner (Map Layers), click Administrative Districts, and select Hillside, Urban Design, & Historic Layers <https://caqis.hamilton-co.org/caqisonline/>

**4. What is the total number of dwellings in your project structure? (Choose correct column to review contractor and drawing requirements)**

	Number of Dwellings in Structure				
	0: Non-Residential Accessory	1 - RCO	2 - RCO	3 - RCO/OBC	4 - OBC
<b>Can Owner be the Contractor for permitted work?</b> If YES: <i>Owner-Occupied Only: Not Corp. owned; Occupy 1 yr. after completion</i> If NO: <u>ALWAYS</u> City Registered; OH Licensed if noted	BP: Yes MP: Yes PP: Yes EP: Yes	BP: Yes MP: Yes PP: Yes EP: Yes	BP: Yes MP: Yes PP: No, License Req EP: Yes	BP - Yes MP: If OBC: License Req PP: No, License Req EP: No, License Req	BP: No MP: No, License Req PP: No, License Req EP: No, License Req
<b>Who can prepare Construction Drawings?</b> When OBC, Plan designers <u>ALWAYS</u> must be Ohio licensed professionals	BP & MP: Competent draftsman w/bldg. code knowledge PP:	BP & MP: Competent draftsman w/bldg. code knowledge PP:	BP & MP: Competent draftsman w/bldg. code knowledge PP:	BP: Arch, Eng MP: Arch, Eng, Lic. Mechanical PP: Arch, Eng, Lic. Plumber EP: Arch, Eng, Lic. Electrician	BP: Arch, Eng, MP: Arch, Eng, Lic. Mechanical PP: Arch, Eng, Lic. Plumber EP: Arch, Eng, Lic. Electrician

**5. Does Project Involve Construction of Structure? (If YES, select row(s) that describes your project scope and the column representing your project subtype to find permitting requirement)**

What is the primary purpose of your project?	New	Addition	Alteration	Repair
Project Incorporates a Change in Occupancy	N/A	Always BP/ZC	Always BP/ZC	Always BP/ZC
Principle Structure	BP/ZC	BP/ZC	BP	BP
Attached Accessory Dwelling Unit	BP/ZC	BP/ZC	BP; maybe ZC	BP
Detached Accessory Dwelling Unit	BP/ZC	BP/ZC	BP; maybe ZC	BP
Non-Dwelling Accessory Structure:				
Enclosed or overhead structure >= 100 total sq. ft.	BP/ZC	BP/ZC	BP; maybe ZC	BP
Enclosed or overhead structure < 100 total sq ft.	ZC	ZC	If Flood: FDP only	If Flood: FDP only
All Freestanding Decks	BP/ZC	BP/ZC	BP/ZC	If Flood: FDP only
All Pools	BP/ZC	BP/ZC	BP	If Flood: FDP only
Fencing > 6 ft. tall	BP/ZC; If gates: maybe EP, TP	BP/ZC; If gates: maybe EP, TP	BP/ZC; If gates: maybe EP, TP	FDP; Maybe BP, ZC, EP, TP
Fencing <= 6 ft. tall	ZC; If gates: maybe EP, TP	ZC; If gates: maybe EP, TP	ZC; If gates: maybe EP, TP	FDP; Maybe BP, ZC, EP, TP
Retaining Walls >= 48 in. total ht.	BP/ZC	BP/ZC	BP; If Hill: ZCDC	If Flood: FDP; If Hill: ZCDC
Retaining Walls < 48 in. total ht.	If Hill: maybe BP/ZCDC	If Hill: maybe BP/ZCDC	If Hill: maybe BP/ZCDC	If Flood: FDP; If Hill: maybe BP/ZCDC
Awnings (not attached to ground)	BP/ZC	BP/ZC	If Hist, Urb: ZCOA, ZCDC	If Hist, Urb: ZCOA, ZCDC; FDP

**6. Does the Project Include Changes to the Interior of a Structure? (If YES, select row(s) that describes your project scope and the column representing your project subtype to find permitting requirement)**

	New	Addition	Alteration/ Replacement	Repair
HVAC fixtures	MP; Outside: ZCOA, ZCDC-U	MP; Outside: ZCOA, ZCDC-U	Replace: MP; Outside: ZCOA, ZCDC-U	If Flood: FDP only
HVAC systems (ductwork)	MP	MP	MP	If Flood: FDP only
Plumbing Fixtures	PP	PP	Replace: PP	If Flood: FDP only
Interior Plumbing Systems (Piping)	PP	PP	PP	If Flood: FDP only
Exterior Plumbing Systems (Piping)	PP	PP	PP	If Flood: FDP only
Solar Panels	BP; EP; ZC	BP; EP; ZC	BP; EP; ZC	If Flood & ground mounted: FDP
Electrical (including more circuits, upgraded panel, etc.)	EP	EP	EP	If Flood: FDP only
Electrical Generators, Chargers, Battery Installations	EP; maybe BP	N/A	Replace: EP; maybe BP	If Flood: FDP only
Elevator	ELP	N/A	Replace: ELP	ELP; If Flood: FDP
Wrecking = removal of entire structure	WP	N/A	N/A	N/A

**WORKSHEET: PERMITTING REQUIREMENTS FOR PROPERTIES CONSTRUCTED AS RESIDENTIAL STRUCTURES OF 1 - 4 DWELLINGS**

**7. Does the Project Include Changes Upon the Property of a 1-4 Dwelling Primary Structure?**

*(If YES, select row(s) that describes your project scope and the column representing your project subtype to find permitting requirement)*

	New	Addition	Alteration	Repair
Cut and/or Fill > 5 ft. or 100 cu. Yd. added/removed per 5,000 sq. ft area	SDP; If Hill: ZCDC-H	N/A	SDP; If Hill: ZCDC-H	N/A
Construction of Impervious Surface > 800 sq. ft.	BP/ZC; maybe UP	BP/ZC; maybe UP	BP/ZC; maybe UP	If Flood: FDP only
Underground Utility Pipes and Conduits	Private: PP; Public: UT	Private: PP; Public: UT	Private: PP; Public: UT	If Flood: FDP only
Public Sidewalks/Driveway Aprons in R-O-W	TP	TP	TP	TP
New Utility Taps (water, sewer, storm, gas, electric)	UP	UP	UP	UP
Non-Exempt Sign	BP/ZC; maybe EP, FDP	BP/ZC; maybe EP, FDP	BP/ZC; maybe EP, FDP	BP/ZC; maybe EP; FDP

**8. Does the Project ONLY Focus on Other Insubstantial Improvements to a Structure?**

*(If YES, select row(s) that describes your project scope and the column representing your project subtype to find permitting requirement)*

	New	Addition	Alteration/ Replacement	Repair	All 4 dwelling structures
Siding Installation (project can not change the base surface or add insulation)	If Flood: FDP; If Hist, Urb: ZCOA, ZCDC	N/A	If Flood: FDP; If Hist, Urb: ZCOA, ZCDC	If Flood: FDP only	Always BP; If Hist, Urb: ZCOA, ZCDC
Window & Door Replacement (project can not enlarge, add, or remove opening in the walls)	N/A	N/A	If Flood: FDP; If Hist, Urb: ZCOA, ZCDC	If Flood: FDP If Hist, Urb: ZCOA, ZCDC	Always BP; If Hist, Urb: ZCOA, ZCDC
Roof Coverings Only (project can not include any structural alterations)	If Flood: <b>FDP</b> ; If Hist, Urb: ZCOA, ZCDC	N/A	If Flood: <b>FDP</b> ; If Hist, Urb: ZCOA, ZCDC	If Flood: <b>FDP</b> ; If Hist, Urb: ZCOA, ZCDC	Always BP; If Hist, Urb: ZCOA, ZCDC
Gutters & Downspouts (project can not include any underground piping)	If Flood: FDP; If Hist, Urb: ZCOA, ZCDC	N/A	If Flood: FDP; If Hist, Urb: ZCOA, ZCDC	If Flood: FDP If Hist, Urb: ZCOA, ZCDC	Always BP; If Hist, Urb: ZCOA, ZCDC
Exterior Painting (any) Only	If Hist, Urb: ZCOA, ZCDC; <b>FDP</b>	N/A	If Hist, Urb: ZCOA, ZCDC; <b>FDP</b>	If Hist, Urb: ZCOA, ZCDC; <b>FDP</b>	Always BP; If Hist, Urb: ZCOA, ZCDC
Drywall Installation Only	If > minor maintenance: BP; If Flood: FDP	N/A	If > minor maintenance: BP; If Flood: FDP	If > minor maintenance: BP; If Flood: FDP	Always BP; If Flood: FDP
Interior Tiling, Paneling or Carpet Installation Only (no changes to the subsurface)	N/A	N/A	If Flood: FDP only	If Flood: FDP only	If Flood: FDP only
Installation of Cabinets, Shelving, Closet Organizers (electrical or plumbing changes <u>do</u> require permits)	N/A	N/A	If Flood: FDP only	If Flood: FDP only	If Flood: FDP only

**DEFINITIONS**

**PROJECT SUBTYPES**

**New:** The proposed work or structure does not presently exist.

**Addition:** The proposed work expands a existing system, adds fixtures, or adds total area to an existing structure.

**Alteration:** The proposed work alters, but does not enlarge, the existing system or structure substantively, including adding or removing walls, partial demolition, changing exiting patterns, resizing rooms, or rerouting piping, ductwork or electrical circuits. Never an expansion of the area or systems.

**Repair:** The proposed work replaces substantial amounts of existing components or elements integral to structural integrity. Work in no way reconfigures the system or structure. Work is typically "like for like" replacement or "fix in place" work, though needs to comply with current building codes. (Examples: drywalling, foundation work, resheeting floors and roofs, replacing pipes, porch and deck supports)

**PERMIT TYPES**

**BP** = Building Permit

**ELP** = Elevator Permit

**EP** = Electrical Permit

**FDP** = Flood Development Permit, when located in 1% chance Flood Plain

**FDP** = **FDP** not required for specific task contemplated

**MP** = Mechanical Permit

**None** = No Permit Required

**N/A** = Not Applicable

**PP** = Plumbing Permit

**RP** = Retaining Wall Permit

**SDP** = Site Development, Excavation Permit

**TP** = DOTE Permit

**UP** = Utility Permit (GCWW, MSD, SMU)

**WP** = Wrecking Permit

**ZC** = Zoning Certificate -

**ZCDC-H** = Certificate of Design Overlay Compliance - Hillside

**ZCOA** = Certificate of Appropriateness - Historic

**ZCDC-U** = Certificate of Design Overlay Compliance - Urban Design

**CHANGE OF OCCUPANCY:** Project that changes the current manner of the building. This includes adding or removing dwelling units or taking a commercial building and converting it to a 1-2-3 family dwelling.