



# RESIDENTIAL SUBMITTAL PACKET



**Ashtabula**  
— COUNTY, OHIO —

*Where great things happen.*



## ADMINISTRATION & STANDARDS

*The Ashtabula County Building Department is responsible for the administration and enforcement of the applicable State of Ohio Building Codes for residential, commercial, and industrial construction within its jurisdiction. These Building Codes provide the department's inspectors with guidelines to help ensure the health and welfare of the residents. Certified by the State of Ohio the Ashtabula County Building Department provides Building, Electrical, Mechanical and Fire Protection Plan Review and Inspection Services for Ashtabula County.*

### JURISDICTIONS

<u>CITIES</u>	<u>VILLAGES</u>	<u>TOWNSHIPS</u>		
▪ ASHTABULA	▪ ANDOVER	▪ ANDOVER	▪ JEFFERSON	▪ ROME
▪ CONNEAUT	▪ GENEVA-ON-	▪ ASHTABULA	▪ KINGSVILLE	▪ SAYBROOK
▪ GENEVA	THE-LAKE	▪ AUSTINBURG	▪ LENOX	▪ SHEFFIELD
	▪ JEFFERSON	▪ CHERRY VALLEY	▪ MONROE	▪ TRUMBULL
	▪ NORTH	▪ COLEBROOK	▪ MORGAN	▪ WAYNE
	KINGSVILLE	▪ DENMARK	▪ NEW LYME	▪ WILLIAMSFIELD
	▪ ORWELL	▪ DORSET	▪ ORWELL	▪ WINDSOR
	▪ ROAMING	▪ GENEVA	▪ PIERPONT	
	SHORES	▪ HARPERSFIELD	▪ PLYMOUTH	
	▪ ROCK CREEK	▪ HARTSGROVE	▪ RICHMOND	

### PERMIT INFORMATION

**BUILDING:** A building permit shall be obtained before proceeding with any construction, alteration, repair, moving, or demolition of any structure, deck, swimming pool, etc.

**PLAN APPROVALS** shall be obtained for the following:

Building, Electrical, HVAC, Gas Piping, and other equipment installations that are essential features in the construction or use of the structure.

1. Plan Approval of any type will be issued only after compliance with the Residential Code of Ohio or the Ohio Building Code and only on evidence of an approved Zoning Permit, Sanitary Sewer or Septic Approval, Soil & Water and Floodplain Approval, if applicable.
2. The proposed work must be done in accordance with approved plans, specifications, codes, and standards.
3. It is the responsibility of the General Contractor/Applicant to ensure that all required inspections are scheduled and all work installed has been approved by the Ashtabula County Building Department prior to proceeding to the next phase of construction. The General Contractor/Applicant is responsible for obtaining a final inspection at the completion of the project prior to the issuance of the Certificate of Occupancy.



4. Plan approvals become null and void if work or construction authorized is not commenced within 12 months, or if construction or work is suspended or abandoned for a period of 180 consecutive days at any time after work is commenced.

**PLUMBING PERMITS** must be obtained from the Ashtabula County Health Department, 12 West Jefferson Street, Jefferson, Ohio 44047, 440-576-6010 or the Conneaut City Health Department, 327 Mill Street, Conneaut, Ohio 44030, 440-593-3087 (For residential projects located in Conneaut City only).

**ZONING APPROVAL** shall be obtained thru the local city, township or village zoning departments. A list of all the zoning contacts for the cities, townships and villages can be obtained by visiting the Ashtabula County Planning Department's website at <http://www.co.ashtabula.oh.us/278/Zoning>.

## INSPECTIONS

**TWENTY-FOUR (24) HOUR NOTICE:** is required for **ALL INSPECTIONS**. Inspection requests must be received by 3:00 p.m. for a next day inspection.

**APPROXIMATE TIME OF INSPECTION:** You may call on the day of your inspection, between 7:00 a.m. – 9:00 a.m. for an approximate inspection time.

**RE-INSPECTION FEES:** A re-inspection fee will be charged when the inspector must return to the site for work not ready for inspection; building was locked, approved prints not on-site and/or had failed a previous inspection. Fee must be paid prior to scheduling the Final Inspection, or if two (2) fees are assessed on a project, fees are due before next inspection.

## CONTRACTOR REGISTRATIONS

1. Commercial contractors must register annually using the appropriate form provided by the Ashtabula County Building Department -bonding and insurance is not required.
2. Contractors need to check with local jurisdiction(s) where they are working for any requirements at that local level.
3. Annual contractor registration is required for the following:
  - A. General
  - B. Electrical – requires copy of State of Ohio Electrical License
  - C. HVAC – requires a copy of the State of Ohio HVAC License
  - D. Commercial Gas Piping – requires copy of State of Ohio HVAC or Plumbing License
  - E. Residential Gas Piping – requires copy of current registration with another City/County Building / Health Department or State of Ohio HVAC or Plumbing License.
  - F. Hydronics – requires copy of State of Ohio Hydronic License.
  - G. Refrigeration – requires a copy of State of Ohio Refrigeration License.
  - H. Fire Alarm – requires copy of Company Annual Certificate from State Fire Marshal.



- I. Fire Sprinkler – requires copy of Company Annual Certificate from State Fire Marshal.
- J. Hood Suppression – requires copy of Company Annual Certificate from State Fire Marshal.

## HOW TO OBTAIN A RESIDENTIAL PLAN APPROVAL

1. **SUBMIT (2) TWO COMPLETE SETS OF PLANS** along with a completed Application for Residential Building Plan Review.
2. All plans submitted shall bear sufficient information to determine compliance with the Residential Code of Ohio (RCO). Drawings shall also indicate clearly the principle use of the building or structure. The floor area for such use shall be clearly shown on the plans.
  - A. **Submittals:** All submittals must include TWO (2) complete sets of construction documents.
  - B. **Index:** Index list of all the drawings on the first sheet.
  - C. **Site Plan:** A site plan showing a north orientation arrow, the size and location of the new residential construction and all existing structures on the site, all property and interior lot lines with setback and side yard dimensions and distances from buildings to lot lines, the locations of the nearest streets, the established street grades, the locations, types and sizes of all utility lines, the location of any fences, and the elevations of all proposed finished grades; and it shall be drawn in accordance with an accurate boundary line survey. In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structures and construction that are to remain on the site or plot.
  - D. **Floor Plans:** Complete floor plans, including plans of full or partial basements and full or partial attics. Floor plans must show all relevant information such as door swings, stairs and ramps, windows, shafts, all portions of the means of egress, etc., and shall be sufficiently dimensioned to describe all relevant space sizes. Wall materials shall be described by cross-hatching (with explanatory key), by notation, or by other clearly understandable method. Spaces must be identified by how each space is intended to be used.
  - E. **Exterior Wall Envelope:** The residential construction documents shall provide details of the exterior wall envelope as required, including flashing, intersections with dissimilar materials, corners, end details, control joints, intersections at roof, eaves, or parapets, means of drainage, water-resistive membrane, all elevations necessary to completely describe the exterior of the residential building including floor to floor dimensions, and details around openings. Refer to the 2013 RCO Energy Compliance Declaration Form.
  - F. **Sections:** Cross sections, wall sections, details including typical connections as required to fully describing the residential building construction showing wall, ceiling, floor and roof materials. Residential construction documents shall describe the exterior wall envelope in sufficient detail to determine compliance with this code.
  - G. **Structure:** Complete structural description of the residential building including size and location of all structural elements used in the design of the residential building and other data as required to fully describing the structural system.
  - H. **Rating:** The fire-resistance ratings of all structural elements as required by this code, data substantiating



all required fire-resistance ratings including details showing how penetrations will be made for electrical, mechanical, plumbing, and communication conduits, pipes, and systems, and the materials and methods for maintaining the required structural integrity, fire-resistance rating, and fire stopping.

- I. **System Description:** Description of the mechanical, plumbing and electrical systems, including: materials; location and type of fixtures and equipment; materials, and sizes of all ductwork; location and type of heating, ventilation, air conditioning and other mechanical equipment and all lighting and power equipment. Refer to the attached electrical, mechanical and fuel gas requirement forms.
  - J. **Additional Information:** Additional graphic or text information as may be reasonably required by the residential building official to allow the review of special or extraordinary construction methods or equipment.
  - K. **Manufacturer's Installation Instructions:** As required by this code, shall be available on the job site at the time of inspection.
  - L. **Amended Construction Documents:** In the event, if substantial changes to the residential building are made after the initial the initial Certificate of Plan Approval has been issued, or during construction, *those changes MUST be submitted in duplicate with an Application for Residential Plan Review to the Ashtabula County Building Department for review and approval.*
3. **PLUMBING PERMITS** must be obtained from the Ashtabula County Health Department, 12 West Jefferson Street, Jefferson, Ohio 44047 Tel: 440-576-6010 Option #3.
  4. **ZONING PERMIT** - Check with the local zoning inspector for requirements. Bring a copy of the zoning permit to the Building Dept. Refer to this website for the local zoning contacts, <http://www.co.ashtabula.oh.us/278/Zoning>
  5. **SITE PLANS** - Submit required number of site plans to the local zoning inspector, and Ashtabula County Health Department if necessary.
  6. **SANITARY SEWERS / SEPTIC SYSTEMS** (for new dwellings and additions) - If public sanitary sewers are not accessible, an individual disposal system must be installed in accordance with the Ohio State and County Health Department's requirements. Contact the Ashtabula County Health Department at 1-440-576-6010 Option #3 for additional information.
  7. **WATER SUPPLY** (for new dwellings and additions) - If public water is not available, the applicant must supply acceptable evidence that an adequate supply of potable water is available. A well log approved by the Ashtabula County Health Department will be acceptable.
  8. **STATE 1% PERCENT FEE:** Pursuant to 3781.102 (F) (2) of the Ohio Revised Code all residential permits and plan reviews shall be charged a 1% state tax.

## **ELECTRICAL REQUIRMENTS**



[See foot notes a & b]

Service size (Amps)	Size of Service Entrance Conductors	Panel Location(s)	Number of Sub-Panels	Locations
<input type="radio"/> 100 Amp <input type="radio"/> 200 amp <input type="radio"/> Over 200 Amp				<input type="radio"/> Overhead <input type="radio"/> Underground
<input type="radio"/> Upgrading Service From _____ To _____				
<input type="radio"/> Existing Service			<input type="radio"/> Adding Sub-Panel	

- Provide a detailed electrical diagram for services of 200 amps for review and approval (see electrical fee schedule)
- Provide detailed electrical and gas piping diagrams for generator installations (see electrical fee schedule)

### HVAC REQUIREMENTS

Heating Equipment Type, Size & Efficiency	Design Heat Loss (Btu/h)	Type of Fuel	Location of Equipment
<input type="radio"/> Forced Air    Btu/h: _____ Eff: _____ <input type="radio"/> Boiler            Btu/h: _____ Eff: _____ <input type="radio"/> Heat Pump    Btu/h: _____    Eff: _____ <input type="radio"/> Electric        Btu/h: _____    Eff: _____ <input type="radio"/> Geothermal    Btu/h: _____ Eff: _____ <input type="radio"/> Duct Extension Only		<input type="radio"/> Natural Gas <input type="radio"/> LP <input type="radio"/> Oil <input type="radio"/> Electric <input type="radio"/> Other	<input type="radio"/> Basement <input type="radio"/> Attic <input type="radio"/> Closet <input type="radio"/> Crawl Space <input type="radio"/> Outdoor

Cooling Equipment Type, Size & Efficiency	Design Heat Gain (Btu/h)	Location of Equipment
<input type="radio"/> Forced Air    Btu/h: _____    Eff: _____ <input type="radio"/> Boiler            Btu/h: _____    Eff: _____ <input type="radio"/> Heat Pump    Btu/h: _____    Eff: _____ <input type="radio"/> Electric        Btu/h: _____    Eff: _____ <input type="radio"/> Geothermal    Btu/h: _____    Eff: _____ <input type="radio"/> Duct Extension Only		<input type="radio"/> Outdoor <input type="radio"/> Other
<input type="radio"/> Area of Conditioned Space (sq.ft.)	Duct Size: (Supply & Return)	



## FUEL GAS DESIGN

Number of Fuel Gas Outlets	Size of Fuel Gas Main	Type of Fuel Location of Equipment
		<input type="radio"/> Schedule Pipe, Sch. 40 <input type="radio"/> CSST <input type="radio"/> Other

### 2013 Residential Code of Ohio (RCO) Energy Compliance Declaration Form

#### 2013 RESIDENTIAL CODE OF OHIO 1101.2 COMPLIANCE

Compliance shall be demonstrated by meeting the requirements of *one of the following options*:

1. The "International Energy Conservation Code"; or
2. Sections 1101 through 1104 of this chapter; or
3. Section 1105 - "The Ohio Home Builder's Association (OHBA) Alternative Energy Code Option"

Applicant shall indicate the energy compliance option below:

- 2009 International Energy Conservation Code (IECC)

Please check one of the following:

- Res Check based on the 2009 IECC
- Prescriptive method based on 2009 IECC Table 402.1.1
- Prescriptive method based on U- Factor alternative 2009 IECC 402.1.3
- Prescriptive method based on Total UA alternative 2009 IECC 402.1.4
- 2013 RCO Sections 1101-1104, Prescriptive Method
- 2013 RCO Section 1105 "The Home Builder 's Association Alternative Energy Code Option"



## **RESIDENTIAL INSPECTION REQUIREMENTS**

- **JOB SITE ADDRESS** posted during entire construction process.
- **JOB PLACARD POSTED IN PLAIN SIGHT**
- **APPROVED JOB COPY OF PLANS MUST BE AVAILABLE ON ALL JOBS FOR ALL INSPECTIONS.** If approved prints are not on-site at the time of inspections, a re-inspection must be scheduled.
- **REINSPECTION FEES** - A re-inspection fee will be charged when the inspector must return to work that was not ready, building was locked, approved construction documents not on site, and I or had failed a previous inspection. Fee must be paid prior to scheduling final inspection, or if two (2) fees are assessed on a project, fees are due before the next inspection is scheduled.
- **TWENTY-FOUR (24)-HOUR NOTICE** is required for ALL INSPECTIONS. Inspection Requests must be received by 3:00 p.m. for an inspection the next day. You can call on the day of your inspection, between 7:00 a.m.-9:15 a.m. for an approximate inspection time.
- **PLUMBING APPROVALS:** In addition to receiving an inspection approval from the Ashtabula County Building Department, IT IS THE CONTRACTORS AND/OR OWNER'S RESPONSIBILITY to obtain all plumbing approvals from the Ashtabula County Health Department, T: 440-576-6010 Option #3.

## **REQUIRED INSPECTIONS**

- **FOOTING / PADS / PILINGS INSPECTIONS**
  1. Upon completion of Footing Forms, Reinforcement, etc. but BEFORE INSTALLING CONCRETE schedule a pre-pour inspection with the Ashtabula County Building Department.
  2. A minimum of (1) One-Hour window is required when scheduling for an inspection.
  3. Earliest pour time is 10:00 A.M.
- **FOUNDATION INSPECTIONS**
  1. Upon completion of water proofing, drain tile with cover stone in place, and prior to backfilling.
- **SLAB INSPECTION**
  1. Upon completion of insulation, vapor barriers, mesh, etc. but BEFORE INSTALLING CONCRETE schedule a pre-pour inspection with the Ashtabula County Building Department.
    - A. Concrete slab and under-floor inspections shall be made after in-slab or under-floor reinforcing steel and building service equipment, conduit, piping accessories and other ancillary equipment items are in place, but before any concrete is placed or floor sheathing installed, including the subfloor.
  2. A minimum of ONE-HOUR window is required when scheduling for inspection.
  3. Earliest pour time is 10:00 A.M.





- **STRUCTURE, ELECTRICAL, MECHANICAL, FIRE ALARM, FIRE SPRINKLER ROUGH-IN INSPECTION:**
  1. All Additional Permits must be on file (electrical, mechanical, gas piping, etc.).
  2. Rough-in inspection approval, in any area, is required before concealment.
  3. Structure, electrical, mechanical roughs, and fireplace shall be inspected at the same time.
    - A. Framing: Complete framing inspections shall be made after the roof deck or sheathing, all framing, fire blocking and bracing are in place and pipes, chimneys and vents to be concealed are complete and the rough electrical, plumbing, heating wires, pipes and ducts are approved. Protection of joints and penetrations in fire-resistance-rated assemblies shall not be concealed from view until inspected and approved.
    - B. Electrical: Complete electrical rough in with all splicing in boxes ready to receive devices.
    - C. Mechanical: Complete mechanical installations including all ductwork, fuel gas piping, equipment, and electrical connections. Heat pipes in concrete slab to be inspected prior to pouring concrete.
  
- **FIREPLACE INSPECTIONS**
  1. Masonry - to be inspected at top of smoke chamber when first flue tile is set and smoke chamber purged.
  2. Prefab - rough in before enclosing. Prefab fireplace inspection should be done at the same time as the structural, electrical, and mechanical rough in inspection.
  
- **ENERGY EFFICIENCY – INSULATION INSPECTION**
  1. After any Rough Plumbing, Rough Framing, Electrical, Mechanical, and any other work that may be concealed has been inspected and approved.
  2. Insulation is completely installed but prior to placement of any drywall or other covering.
  3. Inspections shall include, but not be limited to, inspections for envelope insulation R and U value, fenestration U value, duct system R value, and HVAC and water heating equipment efficiency.
  
- **FIRE RESISTANCE RATED CONSTRUCTION INSPECTION**
  1. Protection of joints and penetrations in fire-resistance-rated assemblies shall not be concealed from view until inspected and approved.
  2. After all wallboard is installed and before wallboard joints and fasteners are taped and finished.
  
- **ELECTRICAL SERVICE INSPECTION (Temporary or Permanent)**
  1. Temporary Power Pole - prior to the utility company hook up.
  2. Permanent Electrical Service - when main panel is installed and grounding is complete with cover off prior to the utility company hook up.
  3. Approval is faxed the next business day to the utility company. The Electrical Contractor / Owner's is responsible for scheduling hook up with the appropriate utility company.



▪ **REQUEST FOR FINAL INSPECTION**

1. Upon completion of all phases of any construction. Final inspection approval is required upon completion and approval of all phases of any construction prior to occupancy.
2. All Fuel Piping Installations must have an ACCEPTANCE TEST CERTIFICATE submitted and approved to the Ashtabula County Building Department before a final inspection can be schedule. See Acceptance Test Information in Section 10.
3. Obtain final plumbing from the Ashtabula County Health Department.
4. After submittal and review of all Special Inspection Reports (OBC Section 1704) if applicable.
5. After payment of any re-inspection fees.

▪ **REQUIRMENTS TO OBTAIN AN ISSUE CERTIFICATE OF OCCUPANCY**

1. Final building inspection and approval by the Ashtabula County Building Department.
2. Final plumbing inspection and approval from the Ashtabula County Health Department.  
440-576-6010 Option #3
3. Final grade/drainage inspection and approval by the Ashtabula County Building Department.

▪ **CERTIFICATE OF OCCUPANCY COPIES**

Contractors / Owner's may contact the Ashtabula County Building Department one week after a final inspection has been approved AND all confirmations (Final Plumbing Approval) are received by the Ashtabula County Building Department, to request a copy of the certificate of occupancy.



ASHTABULA COUNTY  
BUILDING DEPARTMENT  
25 W. JEFFERSON STREET  
JEFFERSON, OHIO 44047-1092  
P: (440) 576-3737  
F: (440) 576-3739

## RESIDENTIAL PERMIT APPLICATION

PERMIT NUMBER: \_\_\_\_\_

DATE OF APPLICATION: \_\_\_\_\_

### APPLICANT/OWNER INFORMATION:

NAME:	_____
ADDRESS:	_____
CITY:	_____
PHONE:	_____
CELL:	_____

### GENERAL CONTRACTOR INFORMATION:

NAME:	_____
ADDRESS:	_____
CITY:	_____
PHONE:	_____
CELL:	_____

### MECHANICAL CONTRACTOR INFORMATION:

NAME:	_____
ADDRESS:	_____
CITY:	_____
PHONE:	_____
CELL:	_____

### PROJECT INFORMATION:

PROJECT TYPE:	_____
PROJECT LOCATION:	_____
TWP/VILLAGE/CITY:	_____
PROJECT VALUE: \$	_____
PARCEL NUMBER:	_____
IS PROJECT LOCATED IN FLOOD PLAIN	<input type="checkbox"/> Y <input type="checkbox"/> N
If yes, email <a href="mailto:tcnagv@ashtabulacounty.us">tcnagv@ashtabulacounty.us</a> for requirements or contract the Floodplain Administrator (440) 576-3737	
PERMIT TO BE:	<input type="checkbox"/> PICKED UP <input type="checkbox"/> MAILED*
*Note: Shipping fees for mailed drawings will be applied to building permit fee	
PAYMENT TYPE:	<input type="checkbox"/> CASH <input type="checkbox"/> CHECK # _____

### ELECTRICAL CONTRACTOR INFORMATION:

NAME:	_____
ADDRESS:	_____
CITY:	_____
PHONE:	_____
CELL:	_____

### PROJECT DATA:

BASEMENT AREA (s.f.) _____	<input type="checkbox"/> TEMPORARY ELECTRIC	<input type="checkbox"/> SWIMMING POOLS
FIRST FLOORS AREA (s.f.) _____	<input type="checkbox"/> ELECTRIC	<input type="checkbox"/> SPECIAL INSPECTIONS
SECOND FLOOR AREA (s.f.) _____	<input type="checkbox"/> BUILDING	
GARAGE FLOOR AREA (s.f.) _____	<input type="checkbox"/> MECHANICAL	
PORCH/DECK AREA (s.f.) _____	<input type="checkbox"/> FIREPLACE/WOOD STOVE	
REQUIRED OTHER AGENCY APPROVAL REQUIRED PRIOR ISSUING BUILDING PERMIT (If applicable)		
<input type="checkbox"/> ZONING	<input type="checkbox"/> PLUMBING (Health Dept.)	<input type="checkbox"/> SEWER (Health Dept.)
<input type="checkbox"/> SITE PLAN (PROPERTY LAYOUT)		

**CERTIFICATION:** I certify that I am the owner or owner's authorized agent. All information contained in this application is true, accurate and complete to the best of my knowledge. All official correspondence in connection with this application should be emailed or sent to my attention at the address listed above.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

NOTE: A CARBON MONOXIDE DETECTOR SHALL BE INSTALLED IN ALL RESIDENTIAL BUILDINGS THAT ARE ISSUED A BUILDING PERMIT.  
PLEASE ENTER N/A IN FIELDS THAT ARE NOT APPLICABLE. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

