



**County Engineer
Environmental Engineer**

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Building Department

233 W. Sixth Street
Marysville, Ohio 43040
P 937. 645. 3018

Marysville Operations Facility

16400 County Home Road
Marysville, Ohio 43040
P 937. 645. 3017
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Richwood Outpost

190 Beatty Avenue
Richwood, Ohio 43344

Public Service with integrity

Residential Digital Plan Review Application Checklist

The following requirements must be met for the application to be considered complete to be assigned for plan review:

1. Complete plan application in Opengov.
2. Upload one (1) compiled pdf of all required plan drawings in the correct orientation, in logical order, to the attachments section in Opengov & labeled appropriately. Please submit the following documents (as applicable):
 - a. Site Plan with dimensions from structures to the property lines
 - b. Cover sheet with an index for the drawings (for large scale projects)
 - c. Fully dimensioned plans drawn to a legible scale
 - d. Footing and foundation details with reinforcing designs per the RCO
 - e. Floor plans with all room designations shown, including basements and crawl spaces
 - f. Provide span, sizes and materials for all roofs, walls, floors, headers, beams and foundations with cross sections. Include engineered floor and roof truss specs and layouts.
 - g. Provide design criteria and applied loads used for calculations
 - h. Exterior elevations (North, South, East, and West)
 - i. Indicate the compliance path you are choosing for energy efficiency from Chapter 11 of the RCO and provide the R-values for each part of the thermal envelope OR provide a signed report using an approved method complying with the 2018 IECC (International Energy Code Compliance).
 - j. HVAC drawings showing duct sizes, materials, HVAC equipment locations, type of fuel, efficiency ratings, Manual J & D (or other approved method) if sizing heating and cooling systems
 - k. Light and ventilation schedules
 - l. Electrical layout, load calcs for the service panel and coded notes to describe outlet locations (GFCI, AFCI, Weather/Tamper resistant), lighting, service equipment, smoke alarms, carbon monoxide alarms, etc. Provide electrical one-line service drawing showing compliance w/ the NEC.
 - m. Gas line drawings detailing lengths, diameter of pipes up to the equipment shut off locations
 - n. Provide plumbing fixture locations
 - o. Copy of Union County approved address/driveway permit if building site is in an unincorporated area
 - p. Copy of zoning permit from the municipality/township
 - q. Copy of both well and septic permits if not on public services
 - r. Approval from City of Marysville for water/sewer (if connecting to City of Marysville water/sewer)
 - s. Flood hazard area permit (applicable if proposed work is located in a flood hazard area)
3. Please upload the following documents separately to the attachments section & label appropriately (as applicable):
 - a. Geotech Report
 - b. Any required cut sheets (ex. equipment specifications, as applicable)

4. Stamp & sizing requirements:
 - a. No ZIP or Word files – PDF only.
 - b. For all drawing sets, maintain a large enough blank space in the same spot of every sheet on the right-hand side of the plans for the Union County Building Dept. review stamp to be applied.
 - c. Document must have security settings disabled in order to allow for our plan approval stamp to be applied & for the plan reviewer to be able to compile the full digitally approved document.
 - d. There is a 100 MB file maximum file size to upload to the portal. Please be sure that the digitally compiled drawing set falls within the file size requirement or that the file is split-up separately to allowable file size & indicated in the file name (i.e. Compiled Plans 1 of 2, etc.)
5. When the above requirements are met, and all application & plan review fees have been paid, the plans will be assigned to the plans examiner's queue.

Digital Plan Review Application Checklist for Revisions & Resubmittals

1. Email the permit team at building@unioncountyohio.gov. Please include the Record ID # or Permit # in the subject line (ex. R-25-501). In the email, provide a brief description of the submittal (revision or resubmittal) and a brief scope of work/changes to the plans.
2. In the opengov plan review application, please upload one (1) compiled, complete set of the plans to the attachments section labeled with the associated Revision or Resubmittal.
 - a. All drawings must be in the correct orientation, in logical order, and no zip files
 - b. Please note that the full revised drawing set must be uploaded (unless otherwise noted by the plans examiner)
 - c. Maintain required blank space in the same spot of every sheet on the right hand side of the plans for the Union County Building Dept. review stamp to be applied (2.5" wide x 3" high blank space for 24x36 plans, or 1" wide x 2" high blank space for 11x17 plans)
 - d. All revisions should be clouded and clearly identified
3. Please upload separately to the attachments the Resubmittal/Revision Form and the Correction Response Letter (as applicable)
4. When the above requirements are met, the plans will be assigned to the plans examiner's queue.

Documentation required onsite after obtaining Building Permit

1. After you have received digital plan approval, you will be responsible for printing the full approved plan file in the attachments section and it must be available onsite during time of inspection
 - a. Please make sure that the 8 ½" by 11" documents included in the compiled Plan Approval File are printed out to true size in correct orientation.
 - b. All drawings must be legibly printed out to their true size, in the correct orientation, and original document order as submitted (i.e. 24" x 36" drawings).
 - c. The full approved document must be stapled together on the left side and the pages are required to be in the order as indicated in the issued digital plan approval file.
2. As of July 1st, 2025, Union County will no longer be issuing the building/ permit/ inspection cards.
 - a. All inspection documentation will occur directly through OpenGov.
 - b. As a reminder, an applicant of a record can add up to 10 guest users per record/ permit for them to be able to schedule inspections, view inspection results, and pay any fees.
 - c. This new procedure will NOT affect existing building cards.

***Please note that if any of the above requirements are not met, the plan review process could be considered incomplete, which would result in a delay of review and/ or a correction letter to be issued for your project.**

7/14/2025