



**County Engineer  
Environmental Engineer**

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[www.unioncountyohio.gov/engineer](http://www.unioncountyohio.gov/engineer)

**Building Department**

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**Marysville Operations Facility**

16400 County Home Road  
Marysville, Ohio 43040  
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**Richwood Outpost**

190 Beatty Avenue  
Richwood, Ohio 43344

*Public Service with integrity*

## **Residential Building Permit Requirements**

In order to obtain a building permit for your project, you will need to complete the following steps:

- Complete the applicable online permit application
- Obtain plan approval
- Obtain zoning approval from applicable township / municipality
- Obtain site plan approval from the Union County Health Department for properties with well and/or septic
- Pay all applicable plan review & permit fees

### How to complete the permit application:

- All applications must be completed on our [website portal](#).
- Plumbing, well & septic approvals are completed through the Union County Health Department ([www.uchd.net/plumbing](http://www.uchd.net/plumbing))

### What are the applicable plan review and permit fees?

- **Plan Review Fee:** A *nonrefundable* permit application fee and plan review fee will be due at the time of application. Payable to Union County Building Department. A 1% fee will be collected on behalf of Ohio Board of Building Standards to all permit fees.
- **Permit Fees:** Fees will be comprised of any and all applicable trades and based on square footage of the project. Including but not limited to: building, electrical, and mechanical. A 1% fee will be collected on behalf of Ohio Board of Building Standards to all permit fees. (*All fees can be found on our County website*)

### How to submit your plans for review

Digital submittal – Upload the complete set of drawings to the attachments of your application. Please review the Residential Digital Plan Review Application Checklist located on our [website](#) regarding what is required for review and in what order.

### How to schedule an inspection

There are currently two ways to schedule an inspection:

1. Directly through [OpenGov](#). This allows for a 7 AM cutoff time for same business day inspections.
2. Call our inspection line at 937-645-3019. You will need to know the permit number, address and type of inspection needed. Please note, this method can take **two business days** for inspection scheduling. If the timing of your inspection is critical, please use the inspection option with OpenGov.

Please review our policy for [Time Requests](#) prior to requesting specific appointment times.

6/2/2025