



UNION COUNTY ENGINEER DIVISION OF BUILDING REGULATIONS Residential Submittal Checklist

**ALL SUBMITTALS REQUIRE TWO COMPLETE PACKETS, EACH STAPLED TOGETHER AND
ALL PLAN OPTIONS CLEARLY MARKED**

(All fees, except plumbing fees, are subject to a 1% charge collected on behalf of the Ohio Board of Building Standards)

SINGLE FAMILY HOMES

- \$35 *nonrefundable* application fee (payable to Union County Building Dept) due at time of submittal
- \$105 *nonrefundable* plan review fee (payable to Union County Building Dept) due at time of submittal
(Total due at time of application \$141.40)
- Online application fully completed with correct building site address (application available at <https://unioncountyoh.viewpointcloud.com/>)
- Copy of Union County approved address/driveway permit if building site is in unincorporated area
- Two (2) dimensioned site plans
- Copy of zoning permit from the municipality/township
- Copy of septic permit if not on public sewer
- Sewer tap approval from City of Marysville for water/sewer, if applicable
- Two (2) complete sets of plans (Based on 2019 Residential Code of Ohio) (see itemized list below)
- Flood Hazard Area Permit, \$100 if applicable

ADDITIONS, ALTERATIONS, *DECKS, POOLS, ACCESSORY BUILDINGS

- \$35 *nonrefundable* application fee (payable to Union County Building Dept) due at time of submittal
- \$105 *nonrefundable* plan review fee (payable to Union Co. Building Dept) due at time of submittal
(Total due at time of application \$141.40)
- Two (2) dimensioned site plans and building plans*
- Copy of zoning permit from the municipality/township
- Copy of septic permit if bedroom addition
- Health Dept site plan approval if property has septic system and well (AOR)

*See handouts for building requirements on accessory buildings, basement finishes, decks and pools at <http://www.unioncountyohio.gov/Building-Regulation-1>

TWO COMPLETE SETS OF DRAWINGS WITH THE FOLLOWING INFORMATION AS APPLICABLE

- Fully dimensioned plans drawn to a legible scale (See 2019 RCO Section 106)
- Cover sheet with an index for the drawings
- Floor plans with all room designations shown, including basements and crawlspaces
- Exterior elevations (north, south, east and west)
- Provide design criteria and applied loads used for calculations
- Signed IECC (International Energy Code Compliance) indicating 2018 code edition
- Foundation with reinforcing designs per RCO 2019
- HVAC drawings showing duct sizes, materials, heat gain/loss, HVAC equipment locations, type of fuel, efficiency ratings, Manual J & D (or other approved method) if sizing heating and cooling systems (See HVAC submittal form <http://www.unioncountyohio.gov/Building-Regulation-1>)
- Light and vent schedules
- Manufactured truss layout sheets
- Electrical layout and coded notes to describe outlets (GFCI, AFCI, Weather/Tamper Resistant), lighting, service equipment, smoke detectors etc... Provide 1-line electrical service drawing using the 2017 NEC. (See Electrical submittal form <http://www.unioncountyohio.gov/Building-Regulation-1>)
- Gas line drawings detailing lengths, diameter of pipes up to the equipment shut off locations.
- Provide plumbing fixtures locations
- Provide span, sizes and materials for all roofs, walls, floors and foundations with cross sections