



**County Engineer
Environmental Engineer**
233 W. Sixth Street
Marysville, Ohio 43040
P 937. 645. 3021
F 937. 645. 3161

www.unioncountyohio.gov/engineer

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
F 937. 645. 3111

Richwood Outpost
190 Beatty Avenue
Richwood, Ohio 43344

Public Service with integrity

Union County Building Department

Property Owner Permit Information Sheet

Welcome & Notice of Permit Issuance

A building permit has been issued by the Union County Building Department for work to be performed at your property. This permit may have been obtained either by you directly or by a contractor acting on your behalf.

We are pleased to work with you on your project and look forward to supporting you throughout the construction process. This information sheet is designed to help you understand:

- Why a permit was issued for your property,
- Your rights and responsibilities as a property owner,
- What to expect during inspections, and
- How we work together to help your project move forward successfully.

Building permits help ensure that construction is safe, legal, and completed properly — protecting you, your family, future occupants, neighbors, and the community.

Our Mission and Role

The Union County Building Department is here to serve you. Our primary goals are to:

- Protect public health, safety, and welfare by ensuring building construction complies with adopted codes and laws; and
- Maintain accurate, reliable public records of permits, inspections, and approvals.

We view our role as a partner in your project—helping you achieve safe and compliant construction.

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Required Inspections and What to Expect

Required Inspections

Under the Residential Code of Ohio (RCO §108.2), a list of required inspections is provided at the time your permit is issued.

You can find this list:

- On your approved construction plans (which must be kept on site), and
- Through our Online Permitting Platform (OpenGov).

Inspections occur in phases as work progresses and help confirm that each stage is completed correctly before moving forward.

Additional guidance is available in our Residential Inspection Requirements document:

<https://www.unioncountyohio.gov/media/Officials/Engineer/building-regulation/ChecklistsCodeInfoSampleDrawings/Residential%20Inspection%20Requirements.pdf>

Our Inspection Process

Our inspectors are here to support code compliant construction. During inspections, they will:

- Verify that work matches the approved plans,
- Check for compliance with applicable codes, and
- Help identify and prevent unsafe conditions.

When work meets requirements, the inspector will document approval and share the results with the Building Official so your project can continue smoothly.

If corrections are needed, our staff will work with you or your contractor to explain what is required and how to move forward.

While the Building Department plays an important role in public safety and code compliance, we do not regulate workmanship, mediate contractual disputes, or provide design services.

Please be sure to ask your contractor about the option of completing the required inspections remotely, either through Virtual Inspections or by using Offline Field Report inspections as the work is installed.

You can find more information regarding these programs at:

<https://www.unioncountyohio.gov/departments/Engineer/Virtual-Inspection-Information>

Access for Inspections and Right of Entry (RCO §108.4)

Building officials and inspectors may enter structures or premises at reasonable times to perform required inspections, after presenting proper credentials and requesting permission.

You always have the right to control access to your property. Please note, however, that if access is denied:

- Required inspections cannot be completed,
- Code compliance cannot be verified,
- The permit cannot be closed, and
- Final approval cannot be issued.

Our goal is to work cooperatively with you to schedule inspections at convenient times and minimize disruption whenever possible.

Being Present During Inspections

You are welcome to be present during inspections if you wish. Depending on the scope of work, this may require waiting for the inspector's arrival.

Please review our Time Inspection Request Policy for more information at:

<https://www.unioncountyohio.gov/media/Officials/Engineer/building-regulation/Policies/Time%20Requests%20for%20Inspections.pdf>

Certificates of Completion and Occupancy

When all required inspections have been successfully completed, you will receive either:

- A Certificate of Occupancy, or
- A Certificate of Completion.

These certificates confirm that the work meets applicable requirements and may be used or occupied safely.

Certificate of Occupancy (RCO §111.1.1)

This certificate authorizes use of a structure and outlines any conditions of use. The building should be used and maintained in accordance with these conditions.

Certificate of Completion (RCO §111.1.2)

This certificate applies to alterations and repairs and authorizes use under stated conditions. Unaffected portions of the building may remain occupied if deemed safe.

We strive to issue certificates in a timely manner once all requirements have been met.

Permit Expiration and Project Completion

All building permits have an expiration date and must remain active while work is underway.

Starting Your Project

Under the Ohio Residential Code (RCO §105.3) and Ohio Building Code (OBC §105.6), construction must begin within 12 months of permit approval. If work does not start within this time, the permit becomes invalid.

Delays During Construction

If work is started but then stops or is delayed for more than six months, the permit becomes invalid (RCO §105.4 / OBC §105.7).

Completion and Occupancy

A project must receive a Certificate of Occupancy (CO) or Certificate of Completion (CC) before the building or space may be legally used or occupied (OBC/RCO §111.1). Using or occupying a structure without this approval is not permitted under state law.

Recorder's Office Referral

For some projects, depending on the scope of work, permits that expire or remain incomplete may be referred to the Union County Recorder's Office. An affidavit may be recorded on the property to document that the project was not completed in compliance with permit requirements.

Need More Time or Have Questions?

If your project is delayed or you anticipate needing an extension, please contact the Building Department as soon as possible — ideally at least 10 days prior to the permit's expiration. We are happy to work with you to help keep your permit active and your project moving forward.

Permit Responsibility and Property Ownership

Regardless of who applied for the permit, permits are tied to the property and to those who have care and control of it.

While contractors often obtain permits as your agent, the permit remains connected to your property because:

- Owners provide long-term stewardship of the site,
- Permits protect property value and safety,
- Public records must accurately reflect improvements,
- Permits can be transferred if contractors change, and
- Owners ultimately benefit from code-compliant construction.

Our intent is not to place undue burden on owners, but to ensure projects can continue smoothly and be successfully completed—even if circumstances change.

Staying Informed and Involved

We encourage property owners to stay informed and engaged throughout their projects. Owners may be added to permits to receive updates regarding:

- Permit status,
- Inspection results, and
- Issuance of certificates.

To be added, please contact us:

Email: Building@unioncountyohio.gov Phone: 937-645-3018

We are happy to keep you informed and answer questions along the way.

Public Records and Helpful Resources

Permit and Records Search

Search Building Department public records at: <https://unioncountyoh.portal.opengov.com/search>

Newsletter and Department Updates

Stay connected by subscribing to our informational newsletter for updates on scheduling, code changes, training opportunities, and more. Public updates are also available through OpenGov. You may subscribe at: <https://lp.constantcontactpages.com/sl/hfjPnLI/unioncountybuildingdept>

Contact Information

If you have questions, concerns, or need assistance at any point, please reach out to us:

Website: <https://www.unioncountyohio.gov/building-regulation-1>

Contact Information Sheet: https://www.unioncountyohio.gov/media/Officials/Engineer/building-regulation/BuildingInUnionCo_UsefulInfo/BuildingDeptContactInfo.pdf

Our Commitment to You

The Union County Building Department is committed to providing professional, respectful, and responsive service. We value open communication and collaboration with property owners and contractors.

Our shared goal is simple: safe, compliant, and successful projects that benefit you and our community. Thank you for working with us—we look forward to supporting your project from start to finish.