

Preble County

Building, Planning, & Zoning

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Date: 1-1-10

From: Cynthia K. Hitchcock ó Permits Clerk

To: All Contractors

Subj: Requirements for applying for building permits for a new home

Below is a list of what you will need to apply for building permits for a new home in Preble County:

- Acquire driveway approval from the County Engineer's office (456-4600) or the ODOT dept. if the building lot is along a state road (513-933-6577)
- Acquire zoning approval if building lot is in village limits
- Apply for an address (through this office) if property has not yet been assigned one
- Acquire health department approval from the County Health Dept. (472-0087 x 0) (They will require a plot plan showing septic tank, leach line and well locations)
- Submit to this office a plot plan showing proposed structure location with set backs
- Submit a copy of the recorded deed
- Submit an Insulation form and a Load Calculations form for the HVAC
- Submit a completed Plan Review Check List
- Submit 2 complete sets of drawings including a cross-section diagram, foundation plan, and elevations (1/4" scale or larger)
- If in a subdivision ó submit a copy of the plat restrictions (Lakengren POA must pre-approve any plans for the Lakengren subdivision)

* Additional permits: zoning, HVAC, electric, plumbing, & well

Log Home plans must have Ohio State Engineer or Architect stamps.

Sectional home plans must be HUD approved. Installers must be State Licensed.

Also, contractors must submit a signed, notarized Owner-Agent authorization letter in order to pick up permits for their customer.

Additional notes:

- Outbuildings over 200 sq ft **will require a building permit** unless the building will be used for agriculture purposes on an agriculture tract over 5 acres.
- Outbuildings in Residential zoned areas are restricted to 800 sq ft for tracts up to 1 acre, 1200 sq ft for 2-3 acres, 1800 sq ft for 3-5 acres and 600 sq ft total for any multiple family dwelling, unless a variance is obtained from the Board of Zoning Appeals.
- All decks (including detached) over 30" from ground level and/or covered will require a building permit.
- Any accessory building over 400 sq ft will require a frost footer & foundation.
- Sheds under 800 sq ft on Residential zoned tracts may sit 3' from side/rear property lines unless in a subdivision that states otherwise.

