

**HAMILTON COUNTY, OHIO**  
**PLANNING & DEVELOPMENT DEPARTMENT**

ROOM 801, 138 E. COURT STREET, CINTI OH, 45202

(513) 946-4550

(FAX) 946-4511

**RESIDENTIAL APPLICATION**

**BUILDING PERMIT**

NEW 1, 2 & 3 FAMILY DWELLINGS,  
ADDITIONS, ALTERATION, DECKS,  
ACCESSORY STRUCTURES, ETC.

**APPLICATION NO.**

DO NOT WRITE IN THIS SPACE

**PROJECT INFORMATION:**

USE BALL POINT PEN OR TYPE

**1 PROJECT ADDRESS:** \_\_\_\_\_ Zip Code \_\_\_\_\_  
\_\_\_\_\_ feet, N S E W , from intersection of \_\_\_\_\_ Lot Number \_\_\_\_\_ Parcel \_\_\_\_\_  
Subdivision \_\_\_\_\_ Township \_\_\_\_\_ Municipality \_\_\_\_\_

2 NAME	STREET ADDRESS	CITY	ST.	ZIP CODE	PHONE NO.
OWNER					
CONTRACTOR					
DESIGNER					
APPLICANT					
APPLICANT'S E-MAIL ADDRESS				FAX NO.	

**3 WORK TYPE:** NEW SFD ☐ ADDITION ☐ ALTERATION ☐ ACCESSORY STRUCTURE ☐ DECK ☐ OTHER ☐

**4 DESCRIBE THE WORK:** \_\_\_\_\_

**5 GROSS SQ. FEET:** 1ST + UPPER LEVELS \_\_\_\_\_ FIN. BASEMENT \_\_\_\_\_ UNFIN. BASEMENT \_\_\_\_\_ GARAGE \_\_\_\_\_

**6 NO. BEDROOMS:** \_\_\_\_\_ **7 EST. COST:** \_\_\_\_\_ **8 EST. START DATE:** \_\_\_\_\_ **9 EST. FINISH DATE:** \_\_\_\_\_

**10 WOOD FRAME:** ☐ **OTHER:** \_\_\_\_\_

**11 PUBLIC SEWER:** ☐ **PUBLIC WATER:** ☐ **PRIVATE SEWER:** ☐ **PRIVATE WATER:** ☐

**12 ENERGY CONSERVATION:** ALL ONE-, TWO- AND THREE-FAMILY DWELLINGS AND ALL ACCESSORY STRUCTURES THAT ARE HEATED AND/OR COOLED SHALL CONFORM TO THE REQUIREMENTS OF CHAPTER 11, RESIDENTIAL CODE OF OHIO (RCO). UNLESS AN APPROVED ALTERNATE COMPLIANT METHOD IS SHOWN ON THE DRAWINGS, THE INSULATION R-VALUES LISTED BELOW ARE CONSIDERED THE MINIMUM PRESCRIPTIVE METHOD REQUIREMENTS CONTAINED IN THE RCO. UPON SIGNING THIS FORM, THE APPLICANT AGREES TO INSTALL THESE MINIMUM R-VALUES.

- 1) WALLS: ALL PERIMETER OPAQUE FRAMED WALLS..... R = 13
- 2) FOUNDATION WALLS: ALL CONCRETE/BLOCK WALLS OF CONDITIONED SPACES ..... R = 10
- 3) ROOF / CEILINGS: ALL OPAQUE FRAMED ROOFS / CEILINGS..... R = 38
- 4) FLOORS: ALL FLOORS OVER UNCONDITIONED/OUTSIDE SPACES..... R = 19
- 5) SLAB ON GRADE: ALL SLABS NOT PROTECTED FROM FROST (FROM TOP OF SLAB, DOWN 24")..... R = 10
- 6) SUPPLY AND RETURN DUCTS (UNLESS OTHERWISE NOTED ON THE DRAWINGS)..... R = 8

**13 MECHANICAL INFORMATION:** (MARK ALL THAT APPLY BELOW) ALL HEATING EQUIPMENT SHALL BE SIZED TO ACHIEVE AND MAINTAIN AN INSIDE TEMPERATURE OF 68° F AT 36 INCHES ABOVE THE FLOOR IN ALL HABITABLE ROOMS WHEN THE OUTSIDE TEMPERATURE IS 7° F.

**A. TYPE OF SYSTEM:** ☐ NEW ☐ EXISTING ☐ GEO-THERMAL ☐ TRADITIONAL **B. FUEL TYPE:** ☐ NAT. GAS ☐ LP. GAS ☐ ELECT. ☐ OTHER \_\_\_\_\_

**C. FURNACE:** 1) SEALED UNIT: YES NO 2) SEALED UNIT: YES NO 3) SEALED UNIT: YES NO **D. WATER HEATER:** (Circle) Electric or Gas  
INPUT \_\_\_\_\_ Btu INPUT \_\_\_\_\_ Btu INPUT \_\_\_\_\_ Btu 1) INPUT \_\_\_\_\_ Btu  
OUTPUT \_\_\_\_\_ Btu OUTPUT \_\_\_\_\_ Btu OUTPUT \_\_\_\_\_ Btu 2) INPUT \_\_\_\_\_ Btu  
COOLING \_\_\_\_\_ Btu COOLING \_\_\_\_\_ Btu COOLING \_\_\_\_\_ Btu

**OFFICE USE ONLY**							
INDOOR COMBUST. AIR:	MIN.	_____ SQ. FT.	MIN.	_____ SQ. FT.	MIN.	_____ SQ. FT.	1) MIN. _____ SQ. FT.
OUTDOOR COMBUST. AIR:	MIN.	_____ INCHES	MIN.	_____ INCHES	MIN.	_____ INCHES	MIN. _____ INCHES
SUPPLY & RETURN (EA):	MIN.	_____ SQ. IN.	MIN.	_____ SQ. IN.	MIN.	_____ SQ. IN.	2) MIN. _____ SQ. FT.
(ALL AREA FIGURES BASED ON 7'-9 1/2" CEILING HEIGHT)							MIN. _____ INCHES
TOTAL INDOOR COMBUSTION AIR:		MIN.	_____ SQ. FT.	TOTAL OUTDOOR COMBUSTION AIR:		MIN. DIAMETER	_____ INCHES

The owner of this building and undersigned, do hereby covenant and agree to comply with all of the laws of the State of Ohio and with the resolutions of the County of Hamilton, pertaining to building and buildings, and to construct the proposed building or structure or make the proposed change or alteration in accordance with drawings and specifications submitted herewith, and certify that all of the information and statements given on this application, drawings and specifications are to the best of their knowledge, true and correct.

**NOTE: FILING THIS APPLICATION DOES NOT CONSTITUTE PERMISSION TO BEGIN WORK.**

APPLICANT'S PRINTED NAME \_\_\_\_\_ DATE \_\_\_\_\_ APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
DO NOT WRITE BELOW THIS LINE

**RECOMMENDS PLAN APPROVAL:** \_\_\_\_\_ **DATE** \_\_\_\_\_ **CLARIFICATION MEMO** ☐ **ITEMS** \_\_\_\_\_

**ZONING APPROVED BY:** \_\_\_\_\_ **DATE** \_\_\_\_\_

DATE PERMIT ISSUED \_\_\_\_\_ PERMIT NUMBER \_\_\_\_\_ TOTAL PERMIT FEE \_\_\_\_\_ LESS PRE-PAYMENT AMOUNT DUE \_\_\_\_\_

DEMOLITION FORM:

(30 DAY PERMIT)

Project Location: \_\_\_\_\_ Township: \_\_\_\_\_

Owner: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Phone No: \_\_\_\_\_

1. As a condition precedent to obtaining a demolition permit, the owner, agent or person in control of a building or structure to be demolished or razed shall notify, in writing, the appropriate utility companies or public authorities serving the building and/or structure of the intention to demolish or raze such building or structure. Such notice shall request the public utility company or public authority to disconnect such service.
2. The property shall be graded to fully and properly drain, with all hazards removed, and permanently stabilized with grass seed and straw mulch per the specification in the current edition of the OEPA Rainwater and Land Development Manual which can be found here: <https://epa.ohio.gov/divisions-and-offices/surface-water/guides-manuals/rainwater-and-land-development>  
Vegetation shall be established and evenly distributed throughout the site with no visible erosion. Sites disturbing more than one (1) acre are required to contact Hamilton County Soil & Water Conservation District at 513-772-7645.
3. Any surface holes or irregularities, wells, septic tanks, basements, cellars, sidewalk vaults or coal chutes remaining after demolition of any building or structure shall be filled with material as approved by the Building Official and shall be graded in such manner that will provide effective surface drainage.
4. All debris and accumulation of material resulting from demolition of any building or structures shall be removed from the premises. All waste materials shall be removed in a manner which prevents injury or damage to persons, adjoining properties and public right-of-ways.
5. Metropolitan Sewer District (MSD) requires a Special Sewer Permit to cap and seal the abandoned sewer lateral prior to the demolition of the physical structure connected to the sanitary sewer. Work must be performed by an MSD licensed sewer tapper. Contact 244-1330 for permit application instructions. MSD Field Section is to be called for inspection of the special permit at (513) 244-1369. Calls received after 9 AM will be scheduled for inspection the next business day.
6. Hamilton County Board of Health requires a permit to abandon an existing sewage treatment system prior to the demolition of the physical structure connected to the sewage treatment system. Work must be performed by a Hamilton County Public Health registered installer. For more information, contact 946-7800.
7. Hamilton County Board of Health requires a permit to abandon an existing private water system (well/cistern/spring/pond used for drinking water/hailed water storage tank) prior to the demolition of the physical structure connected to the private water system. Work must be performed by an Ohio Department of Health registered private water system contractor. For more information, contact 946-7800.
8. Any structures containing hazardous materials such as Asbestos, must receive approval from the Ohio Environmental Protection Agency (OPEA) prior to demolition.
9. A Notification of Demolition form may have to be submitted to the Southwest Ohio Air Quality Agency ten working days prior to the demolition. For more information, call (513) 946-7777.

I \_\_\_\_\_ attest to comply with the above requisitions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date