

MADISON COUNTY DEPARTMENT OF BUILDING AND ZONING
COURTHOUSE -1 NORTH MAIN STREET- ROOM 208 - 2ND FLOOR -LONDON, OHIO 43140
740-852-2833 / (FAX 740-852-7144)

845-1788

PROCEDURE TO OBTAIN ZONING AND BUILDING PERMITS

1. Get **well and septic permit** from the **Health Department** if for a residence, and letter of approval if an addition, garage, pool, deck, etc. Health Department - **740-852-3065**.
2. Bring a copy of the well and septic permits to the Zoning Office along with **TWO plot plans** and **TWO sets of your construction plans**. **State Approved Plans (stamped by the state)** must be submitted with all **manufactured house plans - - (OBBC)**. *Somerford Township: two sets of plans and the Somerford Township Zoning Certificate.*
3. Contact the Madison County Engineers Office for **driveway approval** - **740-852-9404**.
4. Complete and sign zoning and building application.
5. Building Inspector will review plans, calculate fee, and you will be called when your permit is ready to be picked up.
6. When you pick up building permit, you pay the fee and receive **one set of approved plans** back, which **must be put on the job site**. *You are given information regarding all necessary inspections and when to call for them.*
7. You must get additional permits for electric, heating, and plumbing. *The electrical and heating contractors must be registered in this office.* The property owner, if doing the work, or registered contractors, may get electrical and heating permits. **Plumbing permits** must be obtained from Mr. Tom Spayth, **Health Department – (Tom Spayth) 740-852-3800-Ext. 210 / 614-581-6998/ (Health Department 740-852-3065.)**

Minimum square footage for a house in Madison County is **1100 square feet**. Fees are calculated on square footage. Multiply the square footage of the living area by \$45.00, then by .0045 to get the building fee. Then you add \$40.00 for application fee, \$25.00 for Energy Code Review, \$25.00 for Foundation Inspection, \$25.00 for *each* Fireplace (if applicable), \$25.00 for Occupancy Certificate and (*) \$25.00 for Zoning Certificate and a 1% of the total for the State required fee.

Example - 1100 sq. ft. living area	-	\$223.00
Plan Review (House)	-	\$100.00
Application Fee	-	\$ 40.00
Energy Code Fee	-	\$ 25.00
Foundation Inspection	-	\$ 25.00
Fireplace (if applicable)	-	\$ 25.00 (each fireplace)
Occupancy Certificate	-	\$ 25.00
(*) Zoning Certificate	-	<u>\$ 25.00</u>
		\$488.00 (SUBTOTAL)
1% State Fee	-	<u>\$ 5.00 (ROUNDED TO THE NEXT DOLLAR)</u>
		\$493.00 (TOTAL FEE)

(*) \$25.00 Zoning Fee does not apply to Somerford Township which monitors and collects their own Zoning Fees.

9. Non-living area is also calculated on square footage. Multiply the square footage by \$25.00, then by .0045 to get the building fee. Add \$40.00 for the application fee and \$50.00 for plan review.
10. **Setbacks** - All (R-1 & A-1 zoned) **residential buildings** must adhere to the following setbacks:
 - 30' from the side property lines
 - 40' from the rear property lines
 - 50' from the right-of-way line (County or Twp. Rd.)
 - 100' from the right-of-way line (State Highway)

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Accessory Buildings: 15' from the rear property line, 30' from the side property line and 50' (Township Rd.) or 100' (State Rt.) from the front property line. Same as setbacks for residences.

11. All detached structures such as garages, pools, storage buildings, etc. must adhere to the same above setbacks, except for the rear setback, which is 15' from the rear property line.

PLOT PLAN

1. Use copy of survey to draw up plot plan. *Show dimensions of lot or tract.*
2. *Show any existing buildings with dimensions and show the setbacks from **ALL** property lines.*
3. *Show the proposed residence, room addition, porch, deck, attached garage, outbuildings, etc., with dimensions and setbacks from **ALL** property lines.*
4. *Show location of well and septic system (including leach field) on plot plan and distance from proposed addition, deck, detached garage or outbuilding.*

CONSTRUCTION PLANS

1. Show kind of **foundation** proposed (block, posts, etc.), size, and **depth below grade**.
2. Show **cut-away wall section** showing 2x4's on center and trusses on center. Also show *sizes of headers for doors and windows*.
3. Show *size of beams* and *size of floor joists* and their *location*.
4. Show floor plan (proposed use) with *dimensions*.
5. Show elevation pictures (front, sides and rear).

CONSULTATION FEES

ON SITE CONSULTATION FEE - \$45.00 FOR EACH CONSULTATION