

**MADISON COUNTY DEPARTMENT OF BUILDING AND ZONING
COURTHOUSE -1 NORTH MAIN STREET, LONDON, OHIO 43140
740-852-2833 / (FAX 740-845-1788)**

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 a **plot plan** 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 Official will review plans 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 the **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.

<u>Example</u> - 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

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COURTHOUSE
1 NORTH MAIN STREET
2ND FLOOR - ROOM 208
LONDON, OHIO 43140
(740) 852-2833
FAX (740) 845-1788**

RESIDENTIAL BUILDING PERMIT FEES

1. Fees to be additive:

The fees hereinafter set forth shall be additive, and unless otherwise specifically provided, separate fees shall be paid for each of the items listed.

2. The fee for inspecting the repair or alteration of an existing building or structure shall be determined on the basis of the actual cost of the work performed.

3. Building valuation minimum to be determined on the basis of \$45.00 per square foot of habitable (living) area, and \$25.00 per square foot of non-habitable area, such as garages, open porches, etc.

4. Fees:

- a. Basic fee of \$40.00 for each new building or repair or alteration.
- b. Basic fee of \$25.00 for *each* fireplace.
- c. Inspection fee of forty-five-thousandths of one percent (.0045) of building valuation.
- d. Plan Review Fee – (House) \$100.00 or (Garages, Accessory Buildings, Decks, etc.) \$50.00

5. Energy Code Review is \$25.00 each

6. Foundation Inspection is \$25.00 each.

7. Certificate of Occupancy is \$25.00 each.

8. STATE REQUIRED FEE- 1% OF TOTAL BUILDING PERMIT FEE (ROUNDED UP TO TO THE NEXT DOLLAR)

IF A SCHEDULED INSPECTION IS NOT COMPLETE WHEN THE INSPECTOR GOES OUT TO INSPECT, A "\$45.00" REINSPECTION FEE WILL BE CHARGED AND MUST BE PAID BEFORE ANY MORE INSPECTIONS CAN BE SCHEDULED. ALSO, WORK INPROPERLY DONE AND SCHEDULED FOR MORE THAN ONE REINSPECTION WILL BE CHARGED A "\$45.00" FEE EACH TIME THAT IT HAS TO BE REINSPECTED. FEES MUST BE PAID BEFORE THE INSPECTION WILL BE DONE.

- *All work done without the required permits shall be subject to a penalty of twice the permit fee.*
- ***Refunds:** In the case of a revocation of a permit or abandonment or discontinuance of a building project, the portion of the work actually completed shall be computed and any excess fee for the incompleted work shall be returned to the permit holder upon written request.*

