

# CITY OF WILMINGTON

## RESIDENTIAL BUILDING PERMIT APPLICATION INSTRUCTIONS



1. Application must be completely filled out by applicant.
2. Fees must be paid **AT TIME OF APPLICATION**. Payment accepted by check, credit card, money order, or exact cash only. Credit card payments are subject to a 3% processing fee. Checks made payable to: City of Wilmington.

### PERMIT APPLICATION INSTRUCTIONS:

1. Applications may be submitted electronically by emailing to [building@wilmingtonoh.org](mailto:building@wilmingtonoh.org), or by paper copy. For paper submissions on new residential construction, we require 2 sets of plans.
2. Plans are not required for residential minor repairs as defined in ORC 102.10.2.
3. **NOTE – all new construction and additions require zoning approval. Zoning approval requires a separate application.**
4. Residential Mobile Homes/Manufactured Homes must go through a third party for permitting and inspections. Please contact Ohio Manufactured Homes Commission's website at [www.omhc.ohio.gov](http://www.omhc.ohio.gov) or by phone at (614) 734-6010.

### REQUIRED SUBMISSIONS FOR ALL CONSTRUCTION PERMITS

- A. Site Plan/Plot Plan for all new construction and additions showing the following to approximate scale
  - (1) Street location
  - (2) Location of proposed building(s) and all existing buildings on site
  - (3) Setback and side yard dimensions
  - (4) Distance between all buildings
  - (5) Location of all utilities or services on property (overhead & underground)
- B. Foundation Plan (Show to scale)
  - (1) Size of footing
  - (2) Size and construction of foundation walls
  - (3) Areas of thickened slabs, piers, etc.
- C. Floor Plan (all levels) (Show to scale)
  - (1) Overall dimensions including gross square footage of all floors
  - (2) Dimensions on all rooms
  - (3) Identify use of all spaces
  - (4) Window and door locations, sizes, and direction of door swing
- D. Elevation Plan (Show to scale)
  - (1) Typical wall section from footer to roof framing
  - (2) Show sizes, thicknesses, materials
  - (3) Show details such as insulation, anchor bolts, finish grade, footing depth, etc.
- E. Electrical Plan (Show to scale)
  - (1) Locations of all electrical devices and equipment
  - (2) Service showing panel locations, sizes, wire sizes, panel schedules and other pertinent data
- F. Mechanical Plan (Show to scale)
  - (1) Show location, size, type, fuels, and capacities of HVAC and Mechanical Equipment.

A separate zoning permit application is required for all new construction and change of uses. Plans showing compliance with the zoning code are required. See the City of Wilmington Zoning Permit Application and Zoning Code for additional information.

# RESIDENTIAL BUILDING PERMIT APPLICATION

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

PERMIT NO. \_\_\_\_\_

<b>1. TYPE OF PERMIT</b>															
<b>This permit contains the following (check all that apply):</b>															
<input type="checkbox"/> Structural				<input type="checkbox"/> Mechanical				<input type="checkbox"/> Electrical							
<b>2. APPLICANT INFORMATION</b>															
<input type="checkbox"/> Owner		<input type="checkbox"/> Primary Contractor			<input type="checkbox"/> Architect			<input type="checkbox"/> Other							
Job Contact Name: _____															
<b>3. PARCEL/PROPERTY INFORMATION</b>															
Parcel ID				Property Address											
Zoning	LI	GI	SC	DC	DT	MF	MH	RR	SN	TN	Overlay Districts	AZD	H1	PUD	SR
Lot No.		Subdivision/Legal Description													
Is this property in a Flood Plain?				<input type="checkbox"/> Yes				<input type="checkbox"/> No							
If yes, please provide flood plain information _____															
<b>4. OWNER INFORMATION</b>															
Owner Name _____															
Street Address _____															
City				State				Zip							
Phone			Cell			E-Mail									
<b>5. CONTRACTOR INFORMATION</b>															
Contractor Name _____															
Street Address _____															
City				State				Zip							
Phone			Cell			Email									
Contact Person _____															
<b>6. SQUARE FEET OF BUILDING OR AREA OF ADDITION/ALTERATION (Living Space, Basement and Attached Garages)</b>															
First Floor – Square Footage				Basement – Square Footage											
Second Floor – Square Footage				Garage – Square Footage											
Other – Square Footage															
												<b>TOTAL SQUARE FEET</b>			
<b>7. TOTAL ESTIMATED COST OF CONSTRUCTION</b>										\$ _____					
<b>8. RESIDENTIAL PERMIT – PROJECT INFORMATION</b>															
<b>8-A. TYPE OF IMPROVEMENT</b>															
<input type="checkbox"/> New Home			<input type="checkbox"/> Addition			<input type="checkbox"/> Alteration			<input type="checkbox"/> Repair/Replacement						
<input type="checkbox"/> Electric Service Upgrade			<input type="checkbox"/> Electric Reconnect			<input type="checkbox"/> Gas Line			<input type="checkbox"/> HVAC						
<input type="checkbox"/> Garage/Shed/Pole Barn			<input type="checkbox"/> Porch/Deck			<input type="checkbox"/> Siding			<input type="checkbox"/> Swimming Pool						
<input type="checkbox"/> Fireplace/Wood Stove			<input type="checkbox"/> Demolition			<input type="checkbox"/> Moving/Relocation									
<input type="checkbox"/> Other		Specify: _____													
<b>8-B. ADDITIONAL PROJECT INFORMATION</b>															
# Bedrooms			# Bathrooms												
<input type="checkbox"/> Single-family Home				<input type="checkbox"/> Two-family Home				<input type="checkbox"/> Three-family Home							
Is this an Accessory Structure? <input type="checkbox"/> Yes <input type="checkbox"/> No															
<b>9. BRIEF PROJECT DESCRIPTION</b>															

**CITY OF WILMINGTON  
RESIDENTIAL PERMIT FEE SCHEDULE**

<b>BUILDING FEES- RESIDENTIAL</b>	
Processing Fee	\$ 50.00
Building (Base Fee)	\$100.00
\$3.00/\$1,000 valuation	
Electric (Base Fee)	\$100.00
\$1.00/100 Sq. Ft	
HVAC (Base Fee)	\$100.00
\$1.00/100 Sq. Ft	
Move a House (Base Fee)	\$100.00
\$3.00/\$1,000 valuation	
Industrialized Unit (Base Fee)	\$100.00
\$3.00/\$1,000 valuation	
Temporary Service Release	\$50.00
Service Release Upgrade	\$50.00
Temporary Pole	\$50.00
Generator	\$50.00
Car Charger	\$100.00
Satellite Antennas/Dishes	\$50.00
Solar Panels	\$200.00
Radio Towers/Wind Turbine	\$50.00
Fireplace Insert/Heat Stove	\$50.00
Private Pool (above ground)	\$100.00
Private Pool (in-ground)	\$150.00
Fire Damage	-
Extra Inspections	\$50.00
Plan Revision	\$50.00
Reactivate Permits	After 1 year must re-apply
Certificate of Occupancy	\$100.00
Certificate of Completion	-
Temporary Certificate of Occupancy	\$100.00
<b>FEE SUBTOTAL</b>	<b>\$</b>
<b>RESIDENTIAL PERMITS - Plus 1% for State of Ohio Board of Building Standards Fee</b>	<b>\$</b>
<b>TOTAL PERMIT FEES</b>	<b>\$</b>

Mobile Homes/Manufactured Homes must go through a third party for permitting and inspections. Please contact Ohio Manufactured Homes Commission's website at [www.omhc.ohio.gov](http://www.omhc.ohio.gov) or by phone at (614)734-6010.

**Unattached accessory buildings of less than 200 square feet require no building permit,  
but still require a zoning permit.**

*ALL FEES ARE DUE AT THE TIME OF APPLICATION*

Payment accepted by check, credit card, money order, or exact cash only.

Credit card payments are subject to a 3% processing fee.

**Checks to be made payable to: City of Wilmington**

Remittance Address:  
Building & Zoning Department  
City of Wilmington  
69 N. South St.  
Wilmington, OH 45177

**City of Wilmington**  
**Building & Zoning Department**  
**REQUIRED INSPECTIONS**

**FOOTER:** Made after excavation is completed and crumbed out, forms are set, or footer is staked, and any rebar required is placed. Lot line markers will also be checked.

**FOUNDATION/SLAB:** Made after excavation, forms, gravel, required mesh, rebar, plumbing, and vapor barrier are in place. Perimeter drains, damp-proofing or waterproofing shall be completed and inspected prior to backfilling.

**ROUGH ELECTRICAL/MECHANICAL:** Made prior to covering or concealment, all boxes and wiring completed, grounding in boxes completed, ductwork completed and prior to or along with framing inspection.

**ROUGH FRAMING/MASONRY:** Made after roof, masonry, all framing, fire stopping, draft-stopping, and bracing are in place, and previous inspections are completed.

**INSULATION/VAPOR BARRIER:** Made after insulation and vapor barrier are installed. If you are installing blown-in insulation in the attic, it will be inspected with structural final inspection.

**DRYWALL:** Made after all drywall is hung, but before it is taped or finished.

**FINAL ELECTRIC/MECHANICAL:** Made after fixtures and devices are in place, HVAC installation is completed, and everything is operational.

**OTHER INSPECTIONS:** In addition to the called inspections above, the Building Official may make or require any other inspections or special inspections to ascertain compliance with Codes and other requirements enforced by the Building Official.

**FINAL INSPECTION:** Made after all exterior and interior work is completed, including electric and HVAC, and building is ready for use and occupancy.

**REINSPECTION:** If the work to be inspected is not completed or ready at the requested date or by the arrival of the inspector or the building does not comply with the code and another inspection is required, then a reinspection fee of \$50.00 may be assessed. This must be paid prior to the reinspection or any further inspections.

**Call the Building and Zoning Department at (937) 382-5134, option 1, to schedule inspections.**

**For best results, call one business day prior to the desired inspection time.**

**Inspections are performed Monday – Friday from 8:00 AM to 3:30 PM.**