

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, 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 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. _____

1. TYPE OF PERMIT

This permit contains the following (check all that apply):

☐ Structural ☐ Mechanical ☐ Electrical

2. APPLICANT INFORMATION

☐ Owner ☐ Primary Contractor ☐ Architect ☐ Other

Job Contact Name: _____

3. PARCEL/PROPERTY INFORMATION

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? ☐ Yes ☐ No

If yes, please provide flood plain information _____

4. OWNER INFORMATION

Owner Name _____

Street Address _____

City _____ State _____ Zip _____

Phone _____ Cell _____ E-Mail _____

5. CONTRACTOR INFORMATION

Contractor Name _____

Street Address _____

City _____ State _____ Zip _____

Phone _____ Cell _____ Email _____

Contact Person _____

6. SQUARE FEET OF BUILDING OR AREA OF ADDITION/ALTERATION (Living Space, Basement and Attached Garages)

First Floor – Square Footage _____ Basement – Square Footage _____

Second Floor – Square Footage _____ Garage – Square Footage _____

Other – Square Footage _____

TOTAL SQUARE FEET _____

7. TOTAL ESTIMATED COST OF CONSTRUCTION

\$ _____

8. RESIDENTIAL PERMIT – PROJECT INFORMATION

8-A. TYPE OF IMPROVEMENT

☐ New Home ☐ Addition ☐ Alteration ☐ Repair/Replacement

☐ Electric Service Upgrade ☐ Electric Reconnect ☐ Gas Line ☐ HVAC

☐ Garage/Shed/Pole Barn ☐ Porch/Deck ☐ Siding ☐ Swimming Pool

☐ Fireplace/Wood Stove ☐ Demolition ☐ Moving/Relocation

☐ Other Specify: _____

8-B. ADDITIONAL PROJECT INFORMATION

Bedrooms _____ # Bathrooms _____

☐ Single-family Home ☐ Two-family Home ☐ Three-family Home

Is this an Accessory Structure? ☐ Yes ☐ No

9. BRIEF PROJECT DESCRIPTION

**CITY OF WILMINGTON
RESIDENTIAL PERMIT FEE SCHEDULE**

BUILDING FEES- RESIDENTIAL	
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
FEE SUBTOTAL	\$
RESIDENTIAL PERMITS - Plus 1% for State of Ohio Board of Building Standards Fee	\$
TOTAL PERMIT FEES	\$

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 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.

WARREN COUNTY BUILDING & INSPECTION DEPARTMENT

Date Reviewed: _____ **PLAN REVIEW NOTIFICATION** **First Reviewed By:** _____

Application No: _____

Applicable Code:
☐ Residential Code of Ohio (RCO)

☐ Ohio Building Code (OBC)

Construction Type: V B

Occupant Load: N/A ☐

☐ **APPROVED By:** _____

Address: _____

Use Group:

☐ R (SFR, RESALT, RESADD, TFR, THFR)

☐ U (Res Acc Structures, Detached Garage)

☐ S-1 (Pole Building/Garage w/o Residential SFR)

Additional Required Permits:

☐ Pressure Piping Permit

☐ Flood Hazard Permit

Date Approved: _____

Other Information:

☐ IND Unit (Approved State Seal)

☐ _____ # Family Units

Additional Required Inspections:

☐ Masonry Fireplace Inspection

☐ Crawlspace/Slab Inspection

R106.1 Required Plans: Documents and other data in PDF format which indicates all work. Construction documents shall be dimensioned, coordinated and drawn of sufficient clarity to indicate the location, nature and extent of the work proposed and shown in sufficient detail that the proposed project will conform to all provisions of applicable codes.

☐ **Site Plan:** Stamped by surveyor or engineer. Show distances to property lines from structures, downspouts, sewer inverts and grade elevations.

☐ **Basement and/or Foundation Plans:** _____

☐ **Floor/Structural Plans:** All new & existing spaces, including room names identifying the use of the room.

☐ **Exterior Elevations:** _____

☐ **Energy Efficiency Documentation and/or Information:** _____

☐ **Building Cross Sections and/or Detailed Wall Sections:** Construction details from footing to roof. _____

☐ **Other Plans and/or Details:** Other necessary plans such as deck, rafter framed roofs, etc. _____

_____ R303 **Light, Ventilation & Heating:** Exhaust & bath fans to be vented to the outside. _____

_____ R308 **Glazing in Hazardous Locations:** _____

_____ R309 **Garages and Carports:** Solid or fire door. Garage (and attic) walls ½-inch gypsum board on garage side. Garages ceilings ⅝-inch, Type X gyp bd. Supporting structure protected. _____

_____ R310 **Emergency Escape:** Window sizes (including bedroom egress) identified. _____

_____ R311/312 **Means of Egress/Guards:** Stairways (36" wide, 6'-8" headroom), Risers (8-1/4"), Treads (9"), Handrails (34" to 38" AFF) and Guardrails (36" AFF, 4" min openings). _____

_____ R313 **Smoke Alarms/Detectors:** Located on each floor (located outside bedrooms) and in each bedroom. All detectors to be interconnected, with 120V supply with battery back-up. _____

_____ R317 **Dwelling Unit Separation:** 2 or 3-family units separated w/1 or 2-hour fire rated wall and/or floor assemblies.

_____ R316/318 **Insulation/Moisture Vapor Barriers:** Crawlspace & walls. _____

_____ R319/320 **Decay/Termites:** Pressure Treated sill plates. _____

_____ R323 **Flood Resistant Construction:** New & substantial improvements in Flood Hazard Areas; design & drawn by a registered professional engineer or architect. _____

_____ R403/405 **Footings:** Footing size & depth. Tables 403.1 & 403.4 Provide 30" (min) depth for frost protection per R301.2 (1). Indicate foundation anchor bolts, type & spacing and drain tile. _____

_____ R404 **Foundation Walls:** _____

_____ R408 **Under-floor Space:** Crawlspace Access: 16"x24" (Wall) 18"x24" (Floor); Crawlspace Ventilation: 1 SF per 150 SF & 3' of corners of building. _____

_____ R501 **Floor Framing:** Indicate joist size, species & grade of lumber, spacing & span distance. Capable of supporting all loads (per R502.3, R502.4, & R502.5) (Decks per R502.2.1.) _____

_____ R601 **Wall Framing:** ☐ Wall Studs Headers per Table R502.5 (1) & (2). ☐ Corner bracing per R602.10.

_____ R701 **Wall Covering:** ☐ Brick Veneer, base flashing & weep holes per R703.7. ☐ Window flashing per R703.8.

_____ R801 **Roof-Ceiling:** ☐ Truss Manufacture or Engineered Drawings/Design. ☐ Attic Access 22"x30" R807.1
☐ Gutters/Downspouts per R801.3 ☐ Roof Vents (Soffit, Ridge, & Gable) R801.3

_____ RC03401 All work shall be performed in compliance with NFPA70 / NEC 2023.

_____ RCO 106.1.3(8) Provide a system description of the mechanical, plumbing and electrical systems.

This is a partial list of items required on the Construction Documents submitted for approval. This list is not a complete list of code required items.