

## **RESIDENTIAL PERMIT INFORMATION**

### **WHAT IS A PERMIT?**

A permit is a license granting legal permission to construct, enlarge, alter, repair, or demolish a dwelling or a structure, or install, alter or repair mechanical, electrical, or plumbing systems within a dwelling or structure.

### **TYPES OF PERMITS:**

- \* Building
- \* Mechanical
- \* Electrical
- \* Plumbing
- \* Zoning
- \* New Home

Your project may require one or more of these permit types depending on the scope of the work to be performed. Applications may be picked up at the Building Department or online.

### **Advantages to obtaining a permit for construction include:**

Each phase of construction is inspected and approved for compliance with the code.

If there is a violation, the inspector can advise on how to correct the problem.

There may be legal and financial liabilities to the homeowner when work is performed without a permit.

Our codified ordinances specify that a permit must be issued when any of the following is to be performed:

- \* New one, two and three family dwellings
- \* Additions to one, two and three family dwellings
- \* Accessory buildings and additions thereto
- \* Alteration and restoration of residential structures
- \* Electrical installation
- \* Mechanical installation (HVAC)
- \* Decks, porches and enclosures
- \* Roofing
- \* Siding
- \* Fences
- \* Demolition
- \* Swimming pools
- \* Structural retaining walls
- \* Major repairs or installations
- \* Plumbing

When applying for a permit, construction drawings may be required. The review period depends upon the type of permit being applied for.

### **Who Obtains a Permit?**

The property owner/occupant may take out a permit. Otherwise, a registered general

contractor or subcontractor in the electrical or mechanical trades must obtain the permit. The permit holder is legally responsible for the work for which the permit was approved and issued.

**Permit Fees:**

Permit fees for residential projects vary from fixed rate fees to fees based on estimated value or square footage. If work is started prior to obtaining a permit, the penalty is the original permit fee plus an additional 300%. A 1% permit fee surcharge is required by the State of Ohio for all residential permits.

**Expiration of Permits:**

Construction must commence within six months of issuing a permit. A permit will become void if progress, as determined by the inspection record, is suspended for a period of six months or more. To renew an expired permit, contact the Building Department.

**Contractor Registration Requirements:**

Contractors must be registered with the City of Napoleon by completing a registration application, which may be picked up at the Building Department or online. Electrical and mechanical contractors must also submit a current State of Ohio Certificate of Qualification issued by the Ohio Construction Industry Examining Board.

**Residential Energy Conservation Requirements:**

The Ohio Board of Building Standards has adopted energy conservation standards for detached one, two, and three family dwellings in Ohio. These requirements may be found in the Residential Code of Ohio.

In order to establish compliance and enforcement the Building Department requires energy conservation compliance data for residential projects when plans are submitted. If you are not familiar with this requirement, consult with your H.V.A.C. or insulation contractor. Free energy conservation software is available at [www.energycodes.gov](http://www.energycodes.gov)

**Ohio Codes and Standards:**

Ohio codes and standards are available for review online at: [www.com.state.oh.us/dic/dicbbs.htm](http://www.com.state.oh.us/dic/dicbbs.htm).

Ohio codes and standards publications are available for purchase from the International Code Council online at [www.ICCsafe.org](http://www.ICCsafe.org)

**Plan Review:**

Documents submitted for permits are distributed to various city departments for review. The plan review period generally takes 1-3 working days. If additional information is required, you will be contacted. You can check the status of your application by calling the Building Department.

**When is a Permit NOT required?**

Generally, permits are not required for routine maintenance of existing structures or dwellings. Some examples are:

- \* Nonstructural room finishes
- \* Floor Covering
- \* Painting
- \* Light maintenance and routine repair

**House Numbers:**

Engineering Department issues house numbers for all new one, two and three family dwellings.

**New Water and Sewer Service Fees:**

Sanitary Sewer tap fees are issued by the City of Napoleon Building Department.

Water tap fees are issued through the City of Napoleon Building Department and generally take 1-3 days for review and approval. Current fees and specifications can be obtained at the City of Napoleon Building Department, Monday through Friday 7:30 a.m. to 4:00 p.m.

**Irrigation Meter fees:**

Irrigation Meter fees are issued by the City of Napoleon Building Department.

**Climatic and Geographic Design Criteria (Napoleon)**

Ground Snow Load (lbs)	20
Wind Speed (mph)	90
Seismic Design Category	B
Weathering	Severe
Frost Line Depth (inches)	36
Termite	Moderate / heavy
Decay	Slight to Moderate
Winter Design Temp	0-10 deg F
Ice Shield Underlayment Req.	Yes
Flood Hazards	yes
Air Freezing Index	1436
Mean Annual Temp.	495