

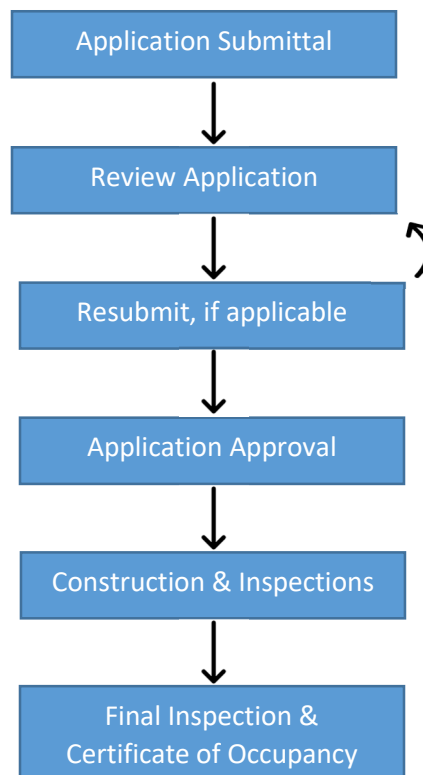
# City of Portsmouth

## Residential Building Permit



Application packet for:

- New 1-, 2-, 3-Family Dwellings
- Additions/alterations to 1-, 2-, 3-Family Dwellings



*City of Portsmouth | Engineering Department  
728 2<sup>nd</sup> Street, Room 25 | Portsmouth, OH 45662  
Phone: 740-354-7557 | Fax: 740-354-5383*

The following information and instructions are included in this packet:

1. Residential building permit process flowchart.
2. Instructions for obtaining a Residential Building Permit.
3. Residential Building Permit Fee Schedule.
4. Residential Permit inspections reference guide.
5. Residential Building Permit Application.
6. Proposed Site Plan and Residential Construction Drawing Sheets.

# Residential Building Permit Process

## Application Submittal

1. Download from website or pick up a building permit packet from the building department.
2. Fill out application and submit plans, if applicable.
3. Pay permit fees at the building department.

## Application/Plan Review

4. Internal review will consist of a review of zoning requirements and right-of-way encroachment.
5. If a plan review is required, the plans will be sent to the building official which is an outside consultant working for the building department.
  - a. The building official is permitted by the state to review the plans within 30 days of submittal.
  - b. Plan review usually takes 2-3 weeks for review.
6. If corrections are needed, the building official will send an adjudication letter stating why the plans are not compliant.
7. The applicant will then be required to make changes to the plans and resubmit for another plan review starting the review process over again.

## Plan Approval

8. If the plans are approved, the building department will contact the applicant.
9. Applicant will return to the building department and pay the plan review fee and pick up the approved set of plans.
10. The building department will give the applicant the building permit, the inspection card with the required inspections, and the building permit placard to be posted on the premises.

## Construction/Inspections

11. After all fees have been paid and plans picked up, construction may begin on the property.
12. A copy of the approved plans, inspection card, building permit, and placard must be onsite at all times during construction.
13. Call the building department to schedule inspections for each phase of work completed, refer to inspection card.
  - a. When scheduling, you will need the permit number and the property address.
14. In house inspections will be done the next business day, if possible. Inspections requiring the consultant are limited to Tuesdays and Thursdays each week.

## Project Closeout

15. After all final inspections are completed, **RETURN THE COMPLETED INSPECTION CARD** to the building department.
16. The building department will close the permit and issue a Certificate of Occupancy or Certificate of Completion if desired.



# Instructions for Obtaining a Residential Building Permit

*City of Portsmouth, Engineering Department*

728 2<sup>nd</sup> Street, Room 25, Portsmouth, OH 45662

Phone: 740-354-7557 Fax: 740-354-5383

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This permit is used for:

- New 1-, 2-, 3-Family dwellings
- Additions or alterations to 1-, 2-, 3-Family dwellings

All construction must comply with zoning and building requirements. All city ordinances pertaining to zoning and building code may be viewed online at:

Portsmouth Zone Code – Section 11

[https://codelibrary.amlegal.com/codes/portsmouth/latest/portsmouth\\_oh/0-0-0-16250](https://codelibrary.amlegal.com/codes/portsmouth/latest/portsmouth_oh/0-0-0-16250)

Portsmouth Building Code – Section 13

[https://codelibrary.amlegal.com/codes/portsmouth/latest/portsmouth\\_oh/0-0-0-18156](https://codelibrary.amlegal.com/codes/portsmouth/latest/portsmouth_oh/0-0-0-18156)

1. **Submit a residential building permit application** to the engineering department for review and/or plan approval. For interior work only, no site plan is required. Depending on the type of work, building plans may be required and prepared by a registered design professional.
2. **Building permit fees** are based on the attached fee schedule and are due upon submission of the application.
3. **Plan Review and Resubmittal Process.** If the building project requires plans that need reviewed, a Plan Review Fee will be assessed after the plans have been reviewed by the building official. The plans may be approved or require corrections and re-submitted. Each submittal will require a plan review fee.
4. **Plan Approval.** When the plans are approved, the applicant will be notified by the engineering department. The applicant may pick up the approved plans, inspection card, building permit, and permit placard at the engineering department after paying the plan review fee.

Additional Notes to Contractors or Homeowner acting as Contractor

- Contractors **MUST** have current registration with the engineering department.
- The inspection card and an approved set of plans must remain onsite at all times during construction.
- Permits are not transferable nor refundable.
- Permits will expire in 1 year for new construction or 6 months for alterations/repairs under \$10,000.
- A Certificate of Occupancy or Certificate of Completion may be obtained after all permits issued have approved final inspections, all fees have been paid, and site work completed.
- Other permits may be required such as a Right-of-Way permit and Floodplain Development permit.
- If building in the Historic Boneyfiddle District, a Certificate of Appropriateness from the Design Review Board must be obtained prior to the start of any work.
- All grading shall not adversely affect drainage of adjoining property owners or public right-of-way.
- All permits will expire after one (1) year of inactivity.
- Notify the Ohio Utility Protection Services (OUPS) 48 hours before any excavation work begins.
  - OUPS 1-800-362-2764 or 8-1-1

<b>Residential Building Permit Fees</b>			
<b>Description</b>	<b>Base Fee</b>	<b>Unit Rate Fee</b>	<b>Total Fee</b>
New Dwelling/Additions*	\$180.00	\$0.09/Sq. FT x	
Foundation only for Industrialized Unit*	\$180.00		
Detached Accessory Building (more than 200 sf)*	\$60.00	\$0.09/Sq. FT x	
Renovations/Alterations*	\$60.00	\$0.09/Sq. FT x	
Roof Replacement (if removing all coverings)	\$50.00	\$0.03/Sq. FT x	
Retaining Walls (over 4' high from btm. of footing)	\$50.00		
Attached Deck/Porch (over 200 sf OR over 30" above grade)	\$50.00		
<b>Residential Electric Permit Fees</b>			
<b>Description</b>	<b>Base Fee</b>	<b>Unit Rate Fee</b>	<b>Total Fee</b>
New Dwelling/Additions*	\$75.00	\$0.05/Sq. FT x	
Renovations/Alterations*	\$30.00	\$0.05/Sq. FT x	
New/Upgrade/Temporary Service	\$75.00		
Replace/Reinstall Meter	\$75.00		
Electric Panels/Sub Panels		\$75/unit x	
Generator		\$75/unit x	
<b>Residential Plumbing Permit Fees</b>			
<b>Description</b>	<b>Base Fee</b>	<b>Unit Rate Fee</b>	<b>Total Fee</b>
New Dwelling/Additions*	\$60.00	\$0.03/Sq. FT x	
Renovations/Alterations*	\$30.00	\$0.03/Sq. FT x	
New Fixture		\$20.00/fixture x	
New/Replace Water Heater		\$35.00/unit x	
<b>Residential HVAC Permit Fees</b>			
<b>Description</b>	<b>Base Fee</b>	<b>Unit Rate Fee</b>	<b>Total Fee</b>
New Dwelling/Additions*	\$60.00	\$0.03/Sq. FT x	
Renovations/Alterations*	\$30.00	\$0.03/Sq. FT x	
New Heating or AC Unit		\$35/unit x	
<b>Other Permit Fees</b>			
Solar or Geothermal Installation	\$125.00		
Interior Elevator Installation	\$125.00	\$30.00/Floor x	
		<b>SUB-TOTAL</b>	
1% Board of Building Standards Fee		<b>1% of SUB-TOTAL</b>	
Make check or money order to: <b>City of Portsmouth</b>		<b>GRAND TOTAL</b>	

\*Construction drawings are required for plan approval. Subject to Plan Review fees.



# Inspection Guide for Residential Building Permits

City of Portsmouth, Engineering Department

728 2<sup>nd</sup> Street, Room 25, Portsmouth, OH 45662

Phone: 740-354-7557 Fax: 740-354-5383

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This form is provided for informational purposes and as a general guide to the required inspections by the building department. Not every project will require the entire list of the following inspections. The plan reviewer, which is also the building official, will denote on the inspection card which inspections are required throughout construction.

**All inspections must be scheduled through the building department at the phone number listed above.** In house inspections will be scheduled for the next business day, if possible. If the inspection falls on a state or federal holiday, the inspection will be the next business day. If the building department's consultant is required for the inspection, the inspection must be scheduled on Tuesdays or Thursdays.

## General Requirements (all projects)

- All permits, approved plans, and inspection card must be on site throughout entire construction.
- All inspections should be made by the building contractor or homeowner if they are performing the work.
- The work performed must comply with the approved plans or the inspection will be disapproved and work will need re-done.
- Construction hours are from 7:00 a.m. to 6:00 p.m.
- Certificates of Occupancy or Certificates of Completion will be issued upon request after all final inspections are approved.
- **Return the completed inspection card to the building department for permit closeout.**

**Listed below are typical required inspections on a building permit:** To schedule an inspection, call the building department on the previous business day you want the inspection. (i.e. If you want the inspection on Monday, call building department on Friday).

### Type of Inspection

- Footing
- Foundation Wall
- Concrete Slab/Steps
- Framing (walls or decks)
- Framing (ceiling)
- Electric (underground)
- Rough Electric (walls)
- Rough Electric (ceiling)
- **Final Electric**
- Plumbing (underground)
- Rough Plumbing
- **Final Plumbing**
- Rough HVAC
- Rough HVAC (ceiling)
- **Final HVAC**
- Insulation (walls)
- Insulation (ceiling)

### When to Call for Inspection

- Before concrete placement
- Before concrete or grout placement
- Before concrete placement
- Before insulation (walls)
- Before insulation
- Before concrete placement
- Before insulation
- Before insulation
- Before insulation
- Before concrete placement
- Before insulation
- Before drywall
- Before floor sheathing
- Before insulation
- Before drywall
- Before drywall
- Before drywall

- Fire Stopping/Fire Rated Assemblies Before drywall
- Fire Protection (sprinkler) Before drywall
- Fire Protection (fire alarm) Before insulation
- **Final Building**



# Residential Building Permit Application

City of Portsmouth, Engineering Department  
728 2<sup>nd</sup> Street, Room 25, Portsmouth, OH 45662  
Phone: 740-354-7557 Fax: 740-354-5383

PROPERTY OWNER: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

APPLICANT: (check one)      OWNER       CONTRACTOR       IF OTHER (Fill out below)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Address: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

Is property located in a flood plain?    Yes     No

Square Feet: \_\_\_\_\_

Property Use: (check one)      Single Family Dwelling       Two or Three Family Dwelling

Project Type: (check all that apply)

New Dwelling/Addition     Renovation/Alteration     Garage/Shed/Carport     Roof (only if removing all coverings)

Electrical     Plumbing     HVAC     Grading     Other: \_\_\_\_\_

Scope of Work (please be specific, use backside if necessary): \_\_\_\_\_

## FOR NEW DWELLING OR SUBSTANTIAL RENOVATIONS

Plans Prepared By: (check one)

Owner/Contractor       Architect       Engineer       Certified Sprinkler/Alarm Designer

**Building Information: (Please attach 2 sets of plans and/or proposed site plan with this application)**

Size of Building or Addition: \_\_\_\_\_ SQ FT    Height of Building: \_\_\_\_\_ FT    # of Stories: \_\_\_\_\_

Manufactured Home: Yes  No       Attached Garage: Yes  No       Basement: Yes  No

I hereby certify that all information in this application is true and complete to the best of my knowledge. I further certify that all work will comply with current city or state codes. I agree that I shall be responsible from the date of this permit or the beginning of work, whichever is earlier, for all injury or damage resulting from this work, to person or property. I agree to indemnify and save harmless the city from and against all claims or actions, and all expenses incidental to the defense of any such claims, litigation and actions, based upon or arising out of damage or injury (including death) to persons or property caused by or sustained in connection with any work performed under this permit. I also agree to allow all inspections and right of entry throughout the duration of this permit.

**Note: Only the property owner, architect, contractor, or other authorized agent should sign this application.**

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

### For Office Use Only

Total Fees Due \$ \_\_\_\_\_

Application #: \_\_\_\_\_

Sent/Received: \_\_\_\_\_ / \_\_\_\_\_

Approved     Partial Approval     Adjudication Letter

Total Inspections: \_\_\_\_\_

Plans Examiner \_\_\_\_\_ Date \_\_\_\_\_

Building Official \_\_\_\_\_ Date \_\_\_\_\_





## Proposed Site Plan

*City of Portsmouth, Engineering Department*

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**Please include the following items:**

1. Location of construction and existing structures on the property.
2. Adjacent streets and street names.
3. Approximate location of property lines.
4. Setback dimensions from edge of roadway or sidewalk.
5. Dimensions in feet and inches of proposed structure.
6. If doing any grading, include proposed elevations of finished grade and where drainage will flow.
7. Location of known utilities.

