

Portage County Building Department
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RESIDENTIAL PROJECTS

Policy – Application – Construction Plans – Permit

Policy . . .

The Portage County Building Department, is certified by the State of Ohio Board of Building Standards, under the Department of Commerce, to review all plans and issue permits for all Residential Building, Electrical, Mechanical and related projects, as defined within Section 105.1 of the Residential Code of Ohio (RCO) and Sections 3781 and 3791 of the Ohio Revised Code.

Notes:

- *Project drawings **are not** required to be authored by a design professional and may be created by the homeowner or others such as the chosen contractor. .*
- *Permits for the work being performed can be obtained by the homeowner or their chosen contractor(s). All contractors that apply for permits must be registered with Portage County, per County Resolution #07-0160. Homeowners are exempt from this process. Exception – electrical permits for swimming pools must be obtained by a licensed electrical contractor.*
- *Plumbing permits are issued by the Portage County Health Department.*

Required Document Submittal . . .

1. **Zoning Permit** - obtained from the local Township or Village Zoning Official.
2. **Permit Application** – complete all sections up to and including the square footage section.
3. **Septic Permit** - for new homes using a septic system, contact the Portage County Health Dept and obtain a Septic Permit.
 - For existing homes on septic that are constructing an addition or alterations that contain additional bedroom(s) and/or any room over 70 sq. ft. with a fixed door or entryway less than 4-feet in width – contact the Portage County Health Dept for their determination if the existing septic system is adequate to handle the potential increase. Based on their determination they will either issue a permit for the required alterations, or a document indicating that the septic system is adequate.
4. **Sewer Permit** - for new homes that will tie in to a sanitary sewer – contact Portage County Water Resources or the applicable local authority and obtain a **Sewer Permit**.
5. **Energy Compliance Certificate** - for new homes and additions, provide the required Energy Compliance Certificate using one of the 3 required methods in Chapter 11 of the RCO. Which are: 2009 IECC, Sections 1101 - 1104, or Section 1105 (OHBA option).

Required Construction Plan Submittal . . .

1. **Site Plan**, indicating the planned perimeter shape and dimensions of the project and its dimensional relationship to all property lines and all existing structures on the property. Note: This may be the same site plan as required by local Zoning.
2. **Three (3) Complete Sets of Construction Plans**, including a cover sheet indicating the owners name and project address, a detailed description of the project and an index of the drawings in the package.
 - Upon completion of a successful review, each set will be stamped and signed as approved. One set will remain in the Building Dept files and two will be returned to the applicant/owner and also stamped as “job copy”, with one required to be at the construction site at all times and the other for the applicant/owner files. Note: Portage County Building Dept record retention schedule only requires that we retain the construction drawings until the project is completed at the final inspection. It is therefore the applicant / owner responsibility to maintain their drawings for future use.

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Required Construction Drawings by Project Type . . .

1. **Deck / Porch / Ramp / Gazebo (on post foundation):**
 - **Floor Plan** – indicating the exact shape or the project and all perimeter dimensions, including any stairs and the entry door of the house serving the new construction. Also provide the dimensional location of all the support posts.
 - **Cross-Sectional Plan** – indicating the structural plan, including the dimensional shapes and sizes of: post hole, concrete footing, support post, headers/beam, ledger, floor joist, flooring, stair section and guard rails, including floor height from grade.
 - **NOTE:** If a roof is part of the planned construction also include with the cross-sectional plan, a detailed layout of the roof construction including the size, shape and pitch of the roof structure or engineered truss system, its connection to the existing house and its support structure and all roof coverings.

2. **Deck / Porch / Ramp / Gazebo (on continuous foundation):**
 - **Floor Plan** – (similar to # 1 above) except to indicate the dimensional shape and location of the foundation.
 - **Cross-Sectional Plan** – (similar to # 1 above) except to indicate the footing and foundation size and construction type, as well as all other structural details.
 - **NOTE:** Roof structure requirements same as above.

3. **Accessory Building or Accessory Building Addition (on post foundation)**

*** Note: Must adhere to RCO Section 324, available on the Building Dept web page and at our counter.

 - **Plan / Elevation Views** – depicting the appearance of the finished project from all exterior sides.
 - **Floor Plan** – indicating the exact shape of the building, including the size and location of all overhead doors, man doors and windows. Also provide the dimensional location of all the support posts.
 - **Cross-Sectional Plan** – indicating the structural plan, including the dimensional shapes and sizes of: post hole, concrete footing, support post, up-lift protection, floor type, girts, headers, bracing and roof construction system. Please see RCO Figure 324 available on the Building Dept web page for all details.

4. **Accessory Building or Accessory Building Addition (on continuous foundation):**
 - **Plan / Elevation Views** – same as above.
 - **Floor Plan** – (similar to # 3 above) except to indicate the dimensional shape and location of the foundation.
 - **Cross-Sectional Plan** – (similar to # 3as above) except to indicate the footing and foundation size and construction type, all wall section details, floor type, the size, shape and pitch of the roof structure or engineered truss system, its connection to the structural walls and all roof coverings.

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5. Interior Remodeling / Alterations:

- **Scope of Work** – a separate page detailing all the work that is planned to be performed, including any demolition.
- **Floor Plans (2)** – a detailed floor plan of each floor where work will be done. One plan shall indicate all existing rooms, including their shape, size, location and size of all windows and doors and each rooms primary use; as well as hallways, stairs, etc. – this drawing should also clearly define any areas of demolition to coordinate with the scope of work. The second plan shall also indicate all rooms, including their shape, size, location and size of windows and doors and each rooms primary use; as well as hallways, stairs, etc – this drawing will define the result of the alterations, and coordinate with the scope of work.
- **Cross-Sectional Plan** – anytime and structural changes take place (i.e. foundations, walls, floors, ceilings, roof systems) provide a detailed cross-sectional view of the work, including but not limited to; sizes and spacing of studs, headers, bottom and top plates, rafters, trusses and their anchoring methods, as well as all insulation and coverings.

6. Additions to Existing Dwellings, including Garage Additions:

- **Plan / Elevation Views** – depicting the appearance of the finished project from all exterior sides.
- **Floor Plans** – a detailed dimensional floor plan of all levels, including attached garages, porches and decks. This shall indicate the size, shape and primary use of each room and the doors and windows that serve them, as well as all hallways and stairs.
- **Exterior Wall Envelope / Interior Wall Sections** – a detailed cross-sectional view of the primary structure, from the bottom of the footing to the top of the roof including all structural materials, their shapes, sizes, configurations, anchoring methods and connections; including insulation details and all interior and exterior coverings; as well as any exterior decks, porches, ramps, or gazebos. This should also include a cross-sectional view of all interior wall construction and structural headers, supporting methods and foundation details (i.e. interior foundations and support posts),

7. New Dwelling:

- **Plan / Elevation Views** – same as # 6 above.
- **Floor Plans** – same as # 6 above.
- **Exterior Wall Envelope / Interior Wall Sections** – same as # 6 above.