

## Scheduling Inspections

- In order to schedule an inspection you must have a legal plan approval. For electrical and mechanical, refrigeration, gas line, or hydronic piping plan approval the contractor must call for inspection.
- All inspections must be scheduled 24 hours in advance of desired date of inspection. Inspections are taken until 4 p.m.
- Once you have scheduled this inspection you will be placed on an inspection list.
- **IN ORDER FOR THE INSPECTOR TO PERFORM THE SCHEDULED INSPECTION, YOU MUST CONFIRM THE DAY OF THE INSPECTION REQUESTED BY CALLING OUR DEPARTMENT BETWEEN THE HOURS OF 7:30AM AND 8:30AM. IF YOU FAIL TO CALL, THE INSPECTOR WILL NOT PERFORM THIS INSPECTION.**
- Visit our Web Site for details on inspection and permit submittal requirements and adopted codes:

[www.clarkcountyohio.gov/commdev](http://www.clarkcountyohio.gov/commdev)

The Clark County Community Development Department is committed to preserving the public health, safety, and welfare in all jurisdictions under our authority in the new construction environment through the effective, efficient use, and enforcement of current residential and commercial building code requirements of the State of Ohio.

Should you have any questions regarding codes or construction, please feel free to contact us. Clark County is a member of the following organizations which can also help answer your code questions.



*Miami Valley Building Officials Council*  
Serving West Central Ohio  
Since 1957

All of our inspection staff are certified by:



## Residential Plan Approval

A Guide to the Ohio residential plan approval process



## Clark County Community Development

*Springview Government Center*

3130 E. Main St, Suite 1A

Springfield, OH 45505

(937)521-2160 / (937)328-2621 Fax

[www.clarkcountyohio.gov/commdev](http://www.clarkcountyohio.gov/commdev)

## Why do I need to submit plans for my residential construction?

In the spring of 2005 the Ohio legislature passed H.B. 175 which required all jurisdictions currently enforcing residential codes to become certified by the Ohio Board of Building Standards (OBBBS). In addition, these jurisdictions must use a code recommended by the Residential Code Advisory Committee and approved by the Ohio Board of Building Standards (OBBBS).

Effective May 27, 2006, all departments currently performing residential building inspections must adopt the 2013 Ohio Residential Code.

### What is required on Construction Documents?

The following requirements are mandated by this code:

**Construction Documents:** Two sets of documents must be submitted with an application. These documents must be dimensioned and drawn on suitable material and must be sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to provisions of the code.

**1. Index:** Located on the first sheet of the construction documents that indicates what is contained in the documents.

**2. Site Plan:** A site plan showing to scale the size and location of new residential construction and all

existing structures on the site, including setback and sideyard dimensions, all property and interior lot lines, distances from lot lines, the locations of the nearest streets.

**3. Floor Plans:** Complete floor plans, including plans of full or partial basements and full or partial attics. Floor plans must show all relevant information such as door swings, stairs and ramps, windows, shafts, all portions of the means of egress, etc., and shall be sufficiently dimensioned to describe all relevant space sizes. Wall materials shall be described by cross-hatching (with explanatory key), by notation, or by other clearly understandable method. Spaces must be identified by how each space is intended to be used.

**4. Exterior Wall Envelope:** The residential construction documents shall provide details of the exterior wall envelope as required, including flashing, intersections with dissimilar materials, corners, end details, control joints, intersections at roof, eaves, or parapets, means of drainage, water-resistive membrane, all elevations necessary to completely describe the exterior of the residential building including floor to floor dimensions, and details around openings.

**5. Sections:** Cross sections, wall sections, details including typical connections as required to fully describe the residential building construction showing wall, ceiling, floor and roof materials. Residential construction documents shall describe the exterior wall envelope in sufficient detail to determine compliance with this code.

**6. Structure:** Complete structural description of the residential building including size and location of all structural elements used in the design of the residential building and other data as required to fully describe the structural system.

**7. Ratings:** Indicate all fire ratings as well as all mechanical or electrical penetrations.

**8. System Descriptions:** Mechanical and Electrical systems must be described. (see plan submittal form)

**9. Compliance to the Energy Code:** Compliance to the 2009 International Energy Conservation Code can be obtained in several ways. You may show compliance by indicating on the construction drawings the "prescriptive" method indicating insulation values in the wall envelope or section views. To be sure the project does comply you may use the FREE RES Check Software. You may download this software: <http://www.energycodes.gov/rescheck/index.stm>

**NOTE: IF YOU ARE UNABLE TO DEVELOP THE DOCUMENTS DESCRIBED ABOVE, YOU SHOULD CONTACT A DESIGN PROFESSIONAL TO ASSIST YOU IN THIS PROCESS.**

#### What is a Certificate of Plan Approval?

A certificate of plan approval is a document that we will issue to indicate to the applicant that the plans meet the 2013 Residential Building Code. This Certificate will be issued once the construction documents are approved by the Residential Building Official.

The certificate must be posted on site until the completion of the project.

The approval will expire within twelve (12) months if work has not commenced. One twelve (12) month extension will be granted in advance of expiration for a new fee.

If work is delayed more than six (6) months the plan approval will be invalid. Two extensions shall be granted for six (6) months each in advance of expiration for a new fee.