



CLARK COUNTY OHIO

COMMUNITY & ECONOMIC DEVELOPMENT

3130 East Main St., Springfield, OH 45503, Suite 1A | Phone: 937.521.2160 | Email: communitydevelopment@clarkcountyohio.gov

RESIDENTIAL BUILDING PLAN APPROVAL APPLICATION

PLEASE PRINT OR TYPE

PLEASE SEE SUBMITTAL REQUIREMENTS PART B

APPLICATION NUMBER _____

1. PROJECT INFORMATION:

Street Address _____
City/State/Zip _____
Parcel No. _____
Jurisdiction (City, Village, or Township) _____
FEMA Flood Area? [] Yes [] No
Project Description: _____
Cost of Project \$ _____
Living Area (habitable space) (Sq. Ft.) _____
Non Living (garage, porch, decks) (Sq. Ft.) _____
#of Bedrooms (new dwelling only) _____
Fireplace [] Yes [] No
[] Crawl Space [] Basement [] Slab
[] Unheated Space [] Heated Space
[] Public Sewer [] Public Water [] Private Septic [] Well

Method of Demonstrating Energy Code Compliance
(Please check the method being used)

- [] 2018 IECC
[] OHBA
[] Prescriptive IECC /RCO Table 1102.
[] Trade-off Software/ RESCheck
[] Performance Analysis Software

2. PROPERTY OWNER

Name _____
Address _____
City, State, Zip Code _____
Phone _____ Cell _____
E-Mail _____

3. CONTRACTOR

Company Name _____
Name _____
Address _____
City, State, Zip Code _____
Phone _____ Cell _____
E-Mail _____

4. APPLICANT/PERSON RESPONSIBLE:

Company Name _____
Name _____
Address _____
City, State, Zip Code _____
Phone _____ Cell _____
E-Mail _____

I hereby certify that I am the Owner of Record or that the proposed work is authorized by the Owner of Record, that I have been authorized by the Owner to make this application as his Agent, and that we agree to conform to ALL laws of the County and the State, and that all information on this application is truthful to the best of my knowledge. I also understand that UPFRONT FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE

Applicant Signature _____

Date _____

OFFICE USE ONLY

Residential Plan Approval Upfront Application fees*

Non Living (garage, porch, decks, etc.) \$70.70
Living Area (habitable space) \$101.00

*Balance will be due once the application has been approved.

Received: [] Counter [] Mail [] Fax [] E-mail

Intake Person _____ Date _____

Upfront Fee Paid \$ _____

Plan Reviewed by _____ Date _____

Plans Approved by _____

Date _____

Balance Due \$ _____

Notified Permit Ready _____ Date _____

Date Picked Up _____

INSTRUCTION AND GENERAL NOTES PART B

1. Numbers 1 – 4 must be filled out completely. This application will not be accepted without all necessary information as indicated.
2. Zoning Certificate/Approval if applicable.
3. Two sets of the specifications and plans shall be submitted.
4. Construction plans must contain the minimum information per RCO 106.
5. Contact the Clark County Auditor/Real Estate Office to obtain their requirements.
6. Contact the Clark County Combined Health District to obtain their requirements.
7. Filing of an application for plan approval does not constitute permission to proceed with work
8. The approval of documents is invalid if construction, erection, alteration, or other work has not commenced within twelve months. RCO 105.3
9. Once the application is approved the staff will call the applicant indicating approval and balance of permit cost. It is the applicant's responsibility to check periodically on the status of this application.
10. The Community and Economic Development Office shall be notified of inspection not less than twenty-four (24) hours in advance.

NOTE: FAILURE TO SUBMIT PLANS THAT CONFORM TO THE ABOVE WILL RESULT IN ADJUDICATION OF THE PLANS AND APPLICATION. A PLAN APPROVAL WILL NOT BE ISSUED UNTIL PLANS ARE IN COMPLIANCE TO THE ABOVE.

Contact Information:

Clark County Community & Economic Development
Springview Government Center
3130 E. Main St., Suite 1A
Springfield, OH 45505
937-521-2160
937-328-2621 fax

General E-mail: communitydevelopment@clarkcountyohio.gov

Website: www.clarkcountyohio.gov

Office Hours:

Monday through Friday
Office opens at 7:30 am
Front Counter closes at 4:00 pm
Office closed at 4:30 pm

Clark County Combined Health District
Plumbing and Site Approvals
529 E. Home Road
Springfield, OH 45503
937-390-5600
health@cchd.com

Clark County Utilities Department
Water/Sewer
3130 E. Main Street
Springfield, OH 45505
937-521-2150
utilities@clarkcountyohio.gov

Clark County Auditor
Real Estate Office
31 N. Limestone Street
Springfield, OH 45501
937-521-1891
auditor@clarkcountyohio.gov