



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)

- [ ] Prescriptive
[ ] OHBA
[ ] 2018 IECC
[ ] 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.) . . . . . \$92.92

Living Area (habitable space) . . . . . \$123.22

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

Received: [ ] Counter [ ] Mail [ ] Web [ ] 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 / Issued \_\_\_\_\_

## 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 approvals.
6. Contact the Clark County Combined Health District to obtain their approvals.
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](mailto:communitydevelopment@clarkcountyohio.gov)

Website: [www.clarkcountyohio.gov](http://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

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

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

Clark County Auditor  
Real Estate Office  
31 N. Limestone Street  
Springfield, OH 45501  
937-521-1891  
[auditor@clarkcountyohio.gov](mailto:auditor@clarkcountyohio.gov)