

CITY OF DUBLIN

Building Standards - 5800 Shier-Rings Road - Dublin, Ohio 43016

Phone: (614) 410-4670 - Inspection Line: (614) 410-4680

Building Standards, Residential Screened Porch

Building permits are required for all screened porches

The following information is required for a residential screened porch permit:

Submittal

The applicant will submit the following to Building Standards:

- Completed application including:
 - Address
 - Lot number
 - Sub-division
 - Contact Name
 - Contact Phone Number
 - Two site plans on 8 ½"x14" or 11" x 17" (preferred)
 - Two complete sets of construction drawings
 - Current City of Dublin Contractor Registration
- *Homeowner Affidavit is required if a City of Dublin registered contractor is not performing all of the work.*

Construction Drawing Requirements

The following items must be shown on construction drawings (drawings must be to scale and show all dimensions) and labeled as to use:

- Foundation plan
- Floor plan
- Floor framing plan
- Roof framing
- Exterior Elevations
- Guardrail, handrail & stair detail (if applicable)
- Accurate and complete information provided in accordance with the attached documentation will expedite a thorough review of the project
- Applicant may request a pre-submittal meeting with Residential Plans Examiner (410-4603)

Site Plan (see sample)

A site plan is a drawing or survey that shows the property lines of a tract of property and all structures built upon it. The information must be drawn to scale. The reproduction process of sending a facsimile may change the scale of the drawing, thus these processes should be avoided. Residential Appearance Standards apply if the porch equals more than 25% of total livable area. The following items must be shown on the site plan:

- All existing structures on a lot and distances to property lines
- the exact location of the proposed addition/porch
- The distance from the addition/porch to the property lines
- All Distances from addition/porch must be measured at right angles to the property or easement lines

Plan Review

- Engineering will review the site plan. Please direct any questions to Engineering at (614) 410-4614
- Zoning will review the site plan and structural plan. Please direct any zoning questions to (614) 410-4600
- The Residential Plans Examiner will review the construction drawings for compliance with the 2006 Residential Code of Ohio, as amended. Please direct structural questions to (614) 410-4613

Disapprovals

If a submittal is disapproved, the applicant will be notified by telephone and will receive a response letter, which includes comments from the reviewers. The applicant must pick up the disapproved submittal, make revisions and resubmit the project. Include the previously disapproved set in addition to the revised set.

Plan Approval and Permit Issuance

The applicant is notified when all approvals are granted. **After the fees are paid and the permit is picked up, construction may begin.**

Inspections

Approved plans, sign-off card and paperwork must be on site for all inspections. Separate permits are required for electric and plumbing.

All inspections except plumbing are scheduled by calling the automated inspection line at 410-4680 prior to 6:00 a.m. of the business day of the inspection. The following inspections are required:

- Footing - this inspection should be requested after the post holes are dug and/or footing forms are set and before the concrete is poured
- Foundation, if necessary
- Electric rough
- Framing, electrical and zoning (if applicable) must be approved prior to this inspection. Engineered truss drawings must be on site. Inspector collects Subcontractor Disclosure list
- Electrical Final
- Final building, inspector verifies that all other inspections have been completed.

If there are further questions about inspections, please feel free to contact the inspectors from either 7:30-8:00 a.m. or 3:30-4:30 p.m. Monday-Friday at (614) 410-4670.

Occupancy

When all work has been completed, the building inspector will issue a Certificate of Occupancy

IF THERE ARE FURTHER QUESTIONS ABOUT THESE PROCEDURES, PLEASE FEEL FREE TO CONTACT BUILDING STANDARDS AT (614) 410-4670 FROM 8:00 A.M. - 4:00 P.M. MONDAY, TUESDAY, WEDNESDAY AND FRIDAY AND 9:30 A.M. - 4:00 P.M. THURSDAY.

Certificate of Zoning Plan Approval (CZPA)

PLEASE SUBMIT THIS SIGNED APPLICATION WITH:

- ONE (1) COPY OF A SCALED SITE PLAN DRAWN IN INK** indicating all current structures, property lines, setbacks, and easements in addition to all proposed structures and site improvements. All proposed work should be dimensioned and labeled. Additional documentation may be required. Partial or incomplete applications and drawings cannot be processed and **will be returned to the applicant** (not required for sign renewals).
- FEE PAYMENT** Non-refundable applicable fee (refer to the approved fee list)

**PLEASE DESCRIBE THE PROPOSED WORK
(PATIO, FENCE, TEMPORARY SIGN, ETC.)**

OFFICE USE ONLY

ZONING INSPECTION REQUIRED UPON COMPLETION?
 If yes, please call 614-410-4673 to schedule an inspection.

YES **NO**

***Please refer to Planning Department or Planning Website for additional submittal information. Separate HOA approval may be required.**

SUBDIVISION/BUSINESS NAME		LOT NUMBER
PROPERTY OWNER	PHONE	
ADDRESS OF SUBJECT PROPERTY OR PARCEL ID		
APPLICANT/AUTHORIZED REPRESENTATIVE	PHONE	
ADDRESS OF APPLICANT/AUTHORIZED REPRESENTATIVE	APPLICANT'S E-MAIL	

PROPERTY OWNER AUTHORIZATION (NOT APPLICABLE TO TEMPORARY SIGNS)

I, _____ (Name of Current Property Owner), the owner and applicant, hereby authorize _____ (Representative) to act as my representative and agent in matters pertaining to the processing and approval of this application including modifying the project, and I agree to be bound by all representations and agreements made by the Authorized Representative.

Signature of Current Property Owner	DATE	Signature of Authorized Representative	DATE
x _____		x _____	

OFFICE USE ONLY

APPLICATION # _____ **DATE ISSUED** _____ **RESUBMISSION** **YES** **NO**

APPROVED **APPROVED AS NOTED** **DISAPPROVED AS NOTED** (REVISE DOCUMENTS AS REQUIRED & RESUBMIT FOR APPROVAL)

This Certificate of Zoning Plan Approval is issued for, and in reference to the property and use described above, and as approved by the City Administrator or designee, or the City Council, Board of Zoning Appeals, Planning & Zoning Commission, or the Architectural Review Board as appropriate.

BY: _____ **DATE:** _____

NOTES:

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HOMEOWNER AFFIDAVIT

Homeowner: _____ Phone Number: _____

Address: _____

By signing this affidavit, I do hereby swear and/or affirm that I am the Owner and occupant of the single-family dwelling located at the above address. I am making application for a Permit. If granted **I WILL PERSONALLY PERFORM THE WORK ASSOCIATED WITH THIS PROJECT, OR CONTRACT ONLY WITH A CONTRACTOR REGISTERED WITH THE CITY OF DUBLIN.** I understand I am personally responsible to assure all work performed under the permit is compliant with all related building codes and ordinances of the City of Dublin.

I UNDERSTAND VIOLATION OF THE TERMS OF THIS AFFIDAVIT ARE A BASIS FOR REVOKING THE PERMIT, AND PROSECUTION OF ANY PARTY INVOLVED.

Sworn to and subscribed before me this _____ day of _____, 201____.

Homeowner _____ Notary _____

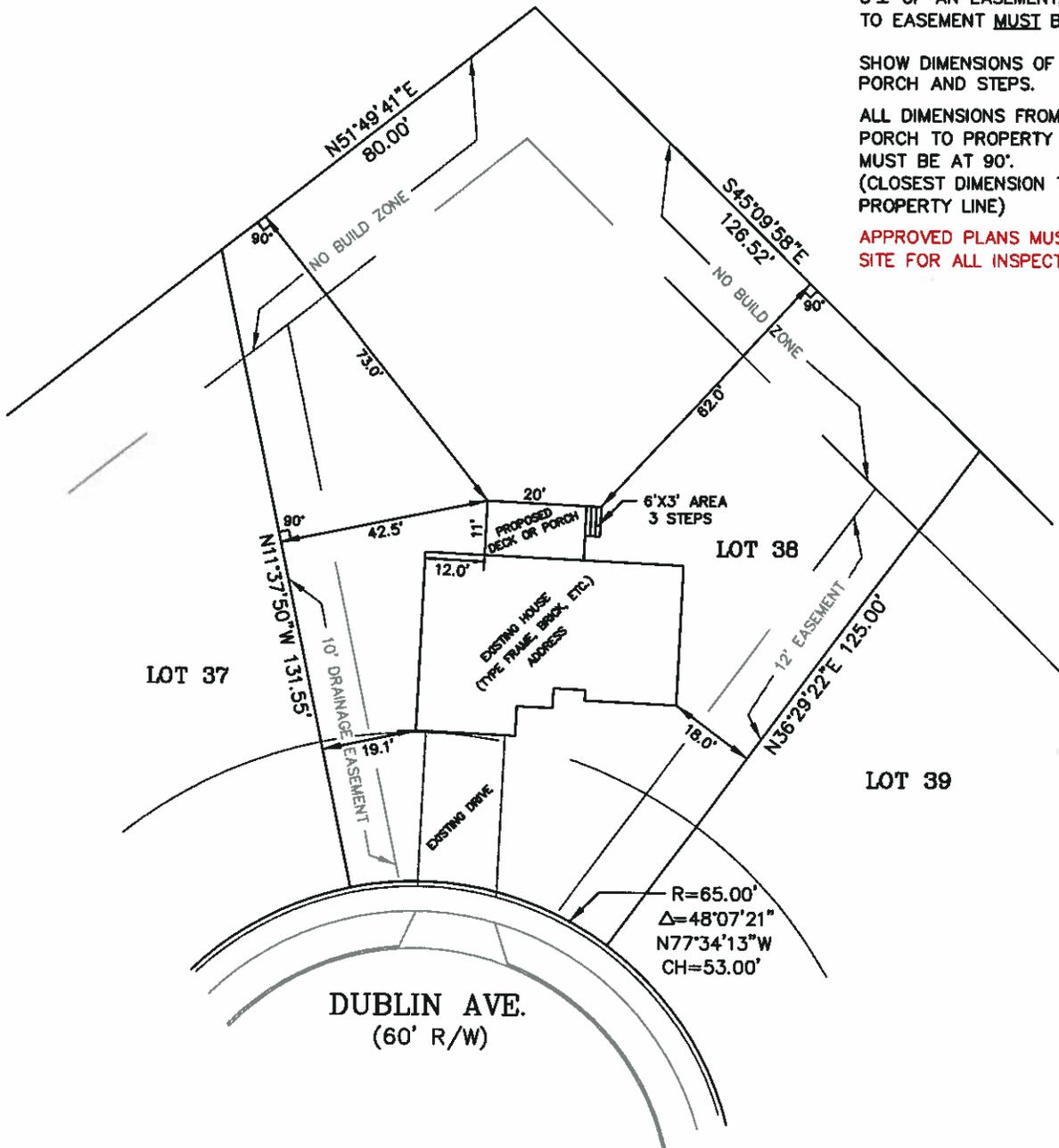
SCREENED PORCH SITE PLAN

NOTE: IF DECK OR SCREENED PORCH IS WITHIN 3'± OF AN EASEMENT, DIMENSION TO EASEMENT MUST BE SHOWN.

SHOW DIMENSIONS OF DECK OR SCREENED PORCH AND STEPS.

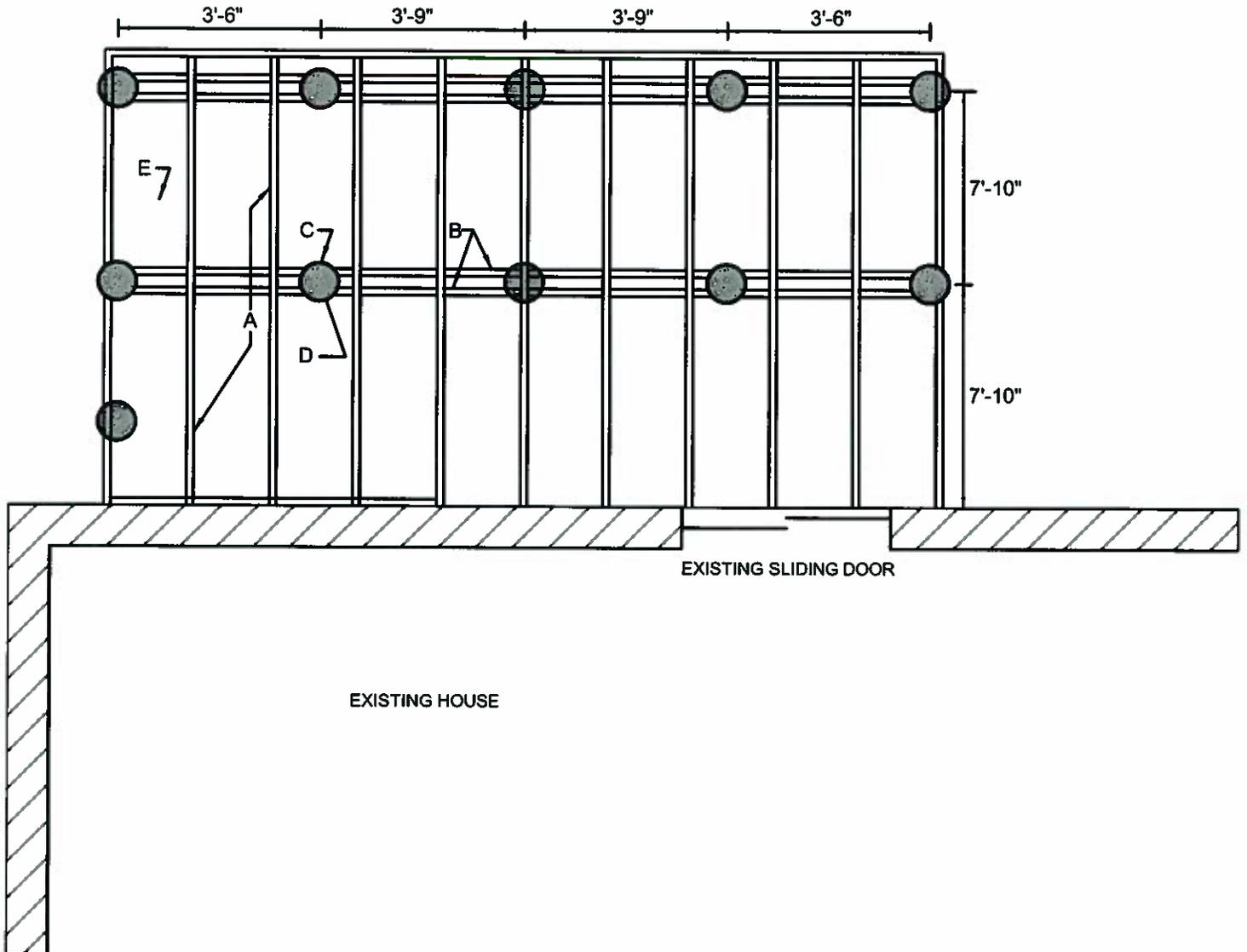
ALL DIMENSIONS FROM DECK OR SCREENED PORCH TO PROPERTY LINES MUST BE AT 90°. (CLOSEST DIMENSION TO PROPERTY LINE)

APPROVED PLANS MUST BE ON SITE FOR ALL INSPECTIONS.



DUBLIN AVE.
(60' R/W)

FLOOR FRAMING PLAN (SAMPLE ONLY)



LEGEND

- A = FLOOR JOIST
- B = BEAM W/ 1/2" CARIAGE BOLTS
- C = FOOTING, MIN. 36" BELOW GRADE.
- D = 4X4 PT POST
- E = GRAVEL OVER 6 MIL VISQUEEN.

UNDERGROUND UTILITIES

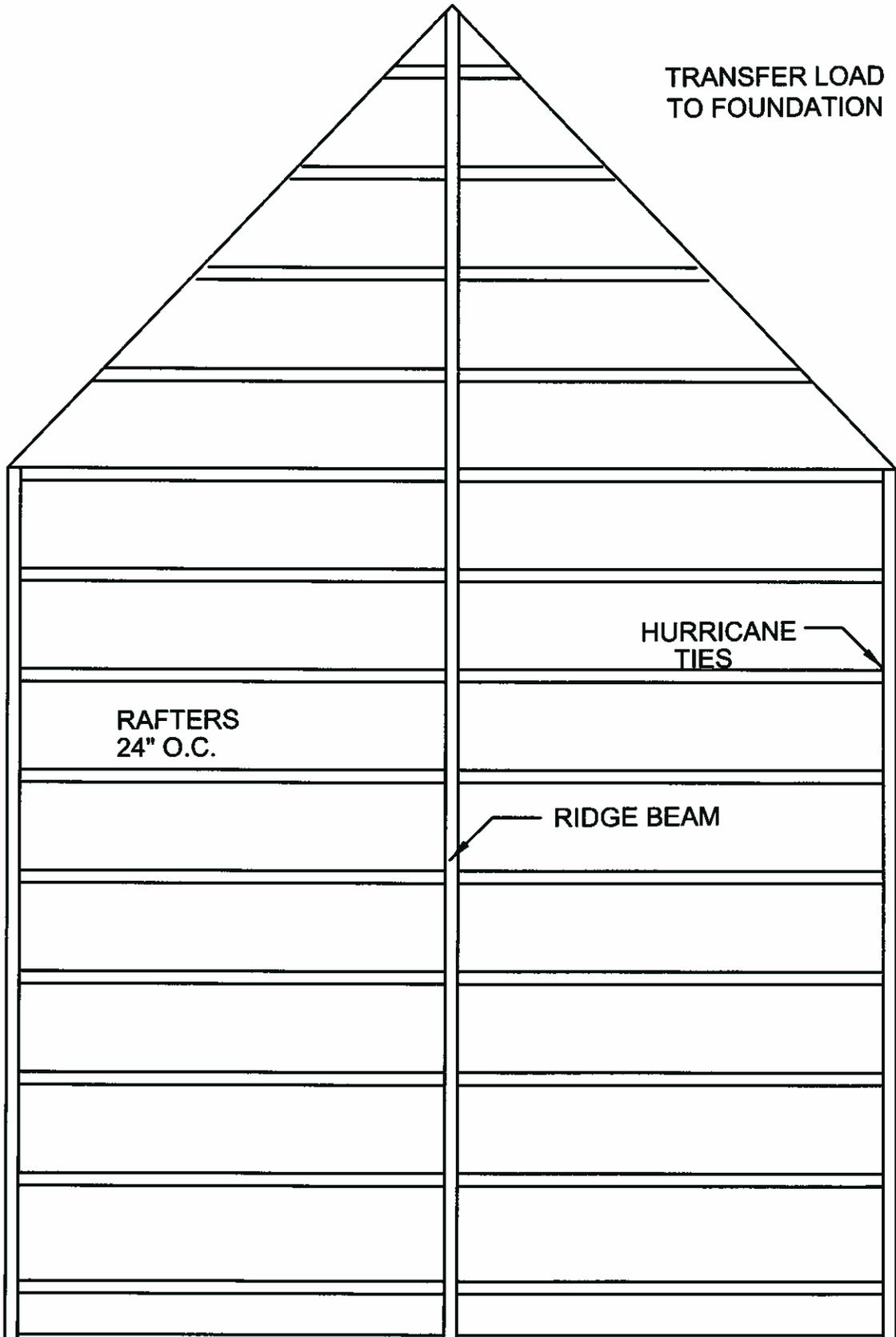
Two Working Days
BEFORE YOU DIG

Call 800-382-2764 (Toll free)
OHIO UTILITIES PROTECTION SERVICE

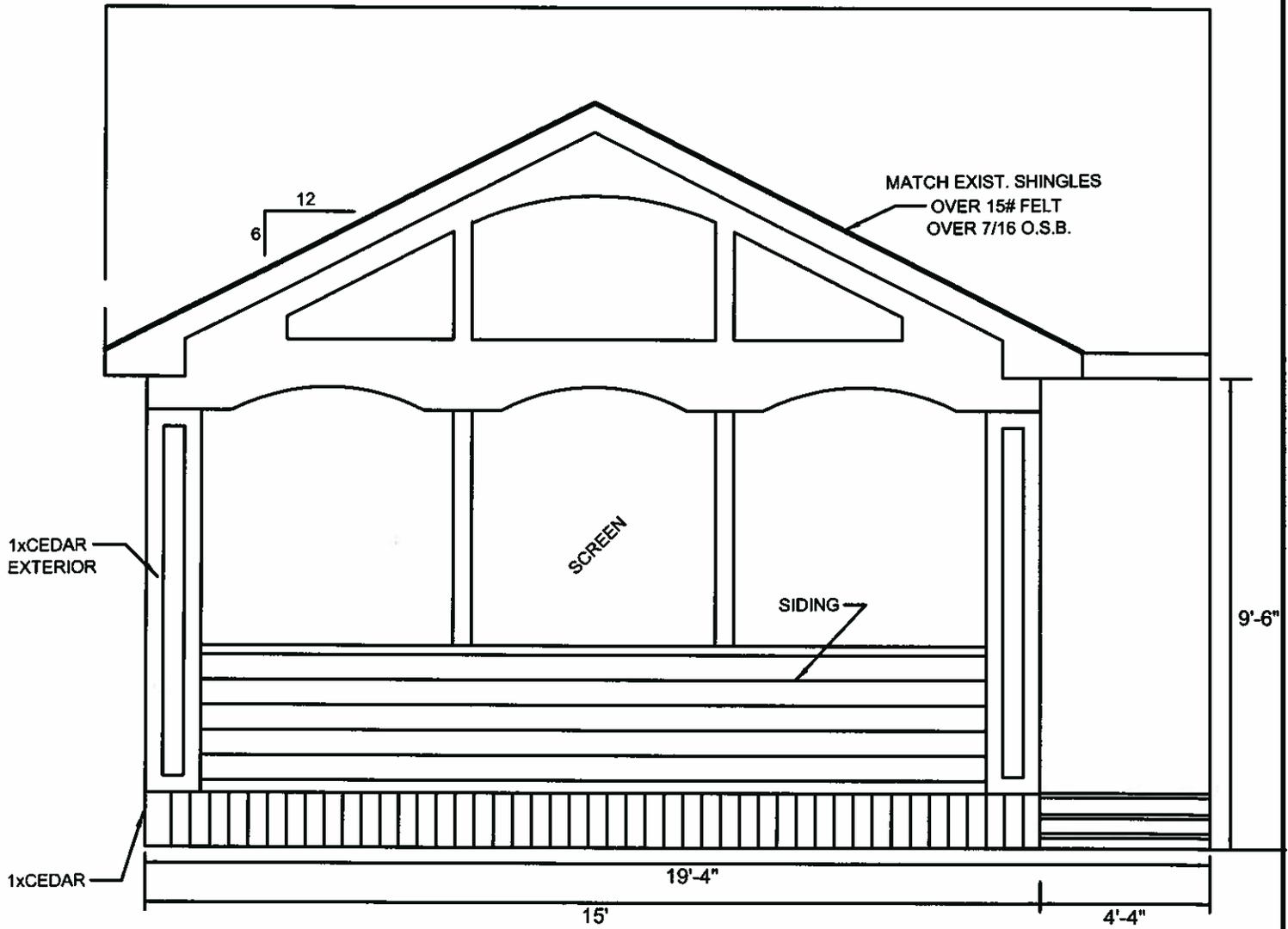
NON-MEMBERS
MUST BE CALLED DIRECTLY

ROOF PLAN

(SAMPLE ONLY)



FRONT ELEVATION (SAMPLE ONLY)



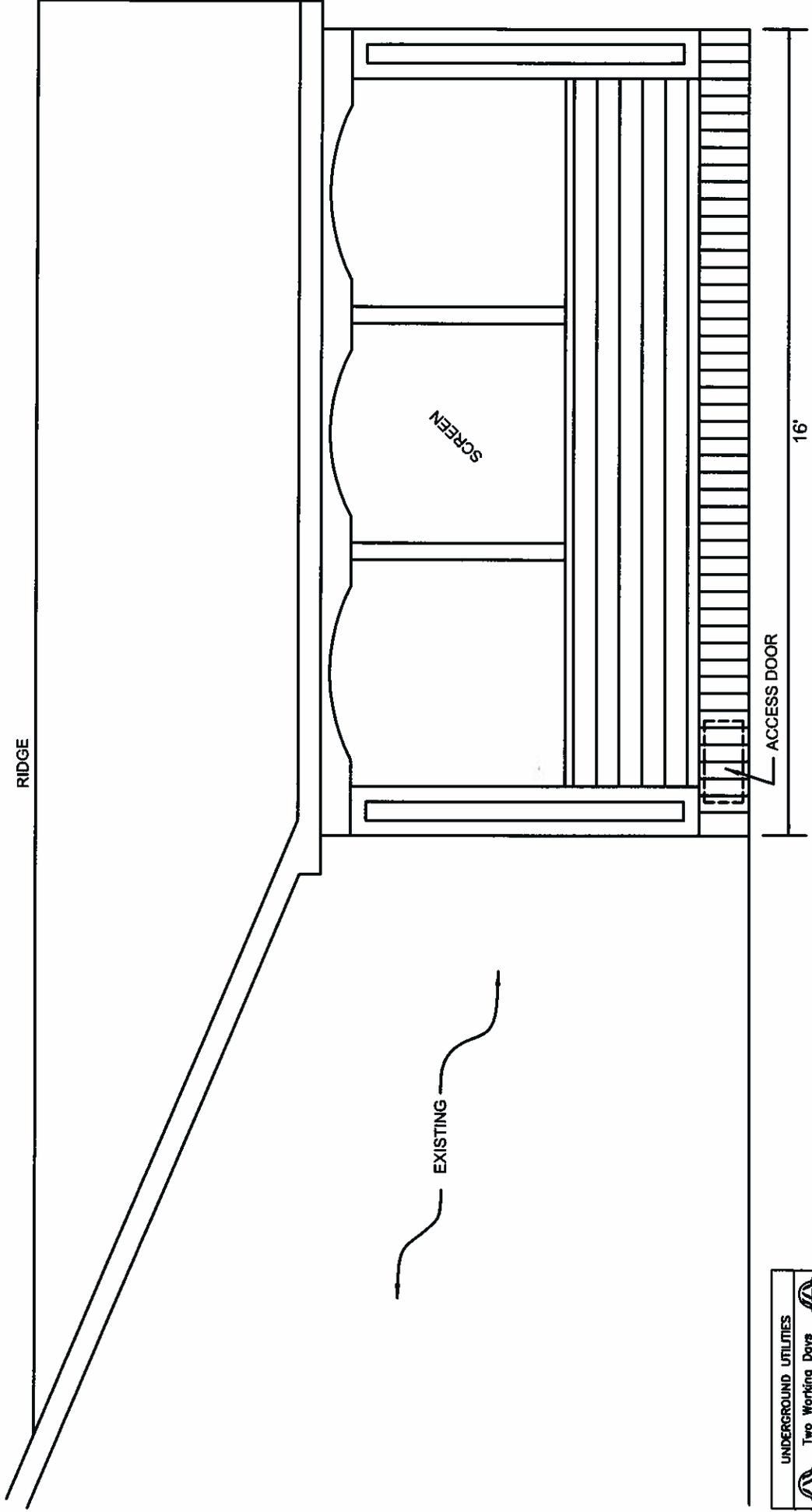
UNDERGROUND UTILITIES

Two Working Days
BEFORE YOU DIG

Call 800-362-2784 (Toll free)
OHIO UTILITIES PROTECTION SERVICE

NON-MEMBERS
MUST BE CALLED DIRECTLY

SIDE ELEVATION PLAN (SAMPLE ONLY)



EXISTING

NOTES:

DECK SHALL NOT BLOCK VENT, ELECTRICAL OR HOSE BIBS.

UNDERGROUND UTILITIES

Two Working Days
BEFORE YOU DIG

Call 800-362-2764 (Toll free)
OHIO UTILITIES PROTECTION SERVICE

NON-MEMBERS
MUST BE CALLED DIRECTLY