

Building Standards

Screened Porch Permit Information

Building permits are required for all screened porches

Electrical, plumbing, gas piping, and HVAC permits may also be required depending on the nature of the work which is being completed.

All work is to be performed in conjunction with the provisions of the 2013 Residential Code of Ohio, as amended and the city of Dublin Zoning Code.

When contractors are being hired to complete the work, please contact the City regarding Contractor Registration. If you, as the homeowner, are performing the work, a Homeowner's Affidavit must be completed.

Submittal

The applicant will submit the following to Building Standards

- Completed application including: address, parcel number, lot number, sub-division and a contact name and phone number
- Two site plans on 8 1/2" x 14" 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.*

Electronic Plan Submittal

Electronic Plan Submittal is available. ePlan is the City of Dublin's Electronic Plan Review system. It is a web-based solution that allows documents and drawings to be submitted electronically, replacing the traditional paper-based plan review method. ePlan improves the plan review cycle, reduces costs associated with obtaining permit approvals and supports the City of Dublin's green initiatives. Please call (614) 410-4664 to become an ePlan user and for more information on how to use ePlan.

Site Plan (see attached)

A site plan is a drawing or a survey that shows the property lines of a tract of property and all structures built upon it. The information must be drawn to scale. Copied Site Plans may change the scale of the drawing, thus these processes should be avoided. 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
- The exact dimensions of the proposed addition
- The distance from the addition to the property lines

All distances from addition must be measured at right angles to the property or easement lines



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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:

- Cover page with drawing index
- Foundation/footing plan with post foundation layout, footing sizes, post sizes, and dimensions
- Floor framing plan with grade of wood, framing member sizes, and spacing
- Connections of all structural members
- Roof Framing
- Wall Section
- 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 (410-4613)

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 2013 Residential Code of Ohio, as amended. Please direct structural questions to (614) 410-4613.

Plan Disapprovals

If a submittal is disapproved, the applicant will be notified by telephone and will receive a Unified 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 & 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.***



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Inspections

Approved plans, sign-off card and paperwork must be on site for all inspections. Separate permits are required for electric, HVAC, gas piping, 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 may be 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
- Zoning rough
- Framing, electrical and zoning (if applicable) inspections must be approved prior to the framing inspection. Engineered truss drawings must be one site. Inspector collects Subcontractor Disclosure List
- Electrical Final
- Zoning 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 am or 3:30-4:30 p.m. Monday-Friday at (614)410-4670.

To Schedule an inspection:

Call 614-410-4680, inspections may be called in at any time, 24 hours a day. If the call is made before 6:00 a.m., the inspection will be conducted that same business day. This line is an automated system; please have the following information at hand when the call is placed: type of inspection, address where the inspection is to be conducted and permit number. Building inspectors will not enter a home when the owner or the owner's representative is not in attendance. If a representative is only available at certain hours, please state this information along with a phone number so that the inspectors may call to confirm, if necessary. Inspections are generally conducted from 8:30 a.m. to 4:00 p.m., Monday through Friday (except Thursday, when inspections will be from 9:45 a.m. to 4:00 p.m.). The building inspectors are available from 7:30-8:00 a.m. and 3:30-4:30 p.m. daily to answer questions, by phoning 614-410-4670.

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 pm. MONDAY, TUESDAY, WEDNESDAY AND FRIDAY AND 9:30 a.m. – 4:00 p.m. THURSDAY.



PLEASE TAKE NOTE:

**IF YOU HAVE BEEN ISSUED ANY OF
THE FOLLOWING PERMITS, YOU MAY
REQUIRE SEPARATE ELECTRIC,
HEATING & VENTILATION AND
PLUMBING PERMITS.**

REMODEL ⚡ BASEMENT FINISH

DECK

SCREENED PORCH ⚡ SWIMMING POOL



Building Standards • 5800 Shier-Rings Road • Dublin, Ohio 43016
Phone: (614) 410-4670 • Inspection Line: (614) 410-4680

APPLICATION FOR CONTRACTOR'S REGISTRATION

City of Dublin Registration No. _____ Application Date _____

As prescribed by Chapter 150.140-150.146 of the Codified Ordinances of the City of Dublin, **all building trade contractors and subcontractors are required to obtain a Contractor's Registration prior to commencing work in the City.**

The Contractor's **Certificate of Liability Insurance** demonstrating a minimum combined bodily and property damage coverage in the amount of \$300,000.00 and **showing the City of Dublin as a Certificate Holder shall be submitted with this application** and maintained in full force and effect. A copy of any policy changes, including renewal, shall be forwarded to the Building Division throughout the term of the Registration.

A copy of the current qualification certificate (which has been issued pursuant to Chapter 4740 of the Ohio Revised Code by the Ohio Construction Industry Licensing Board to the contractor or an employee of the contractor) **shall be submitted with this application if such a certificate is required to perform work in said trade** (i.e. Electrical, Plumbing, HVAC, Fire Protection, etc.)

Please Note: The Certificate of Liability Insurance and any qualification certificates must be kept current for the registration to remain valid.

Contact Name: _____ Contact Email: _____

Business Name: _____

Business Address: _____

City/State/Zip: _____

Business Phone: _____ Fax: _____

Emergency Phone: _____

Type of Contractor: _____

Residential Commercial Both

Your Contractor Registration must remain active until the time that any projects in which you have participated receive an Occupancy Certificate.

ALL CONTRACTORS: \$65.00

All registrations expire December 31, of the year issued and must be renewed if projects continue into the new year. The undersigned agrees to comply with all applicable building codes and the Codified Ordinances of the City of Dublin.

Applicant (please print): _____

Signature: _____



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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. As prescribed by Chapter 150.140-150.146 of the Codified 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 _____, 20_____

Homeowner: _____ **Notary:** _____

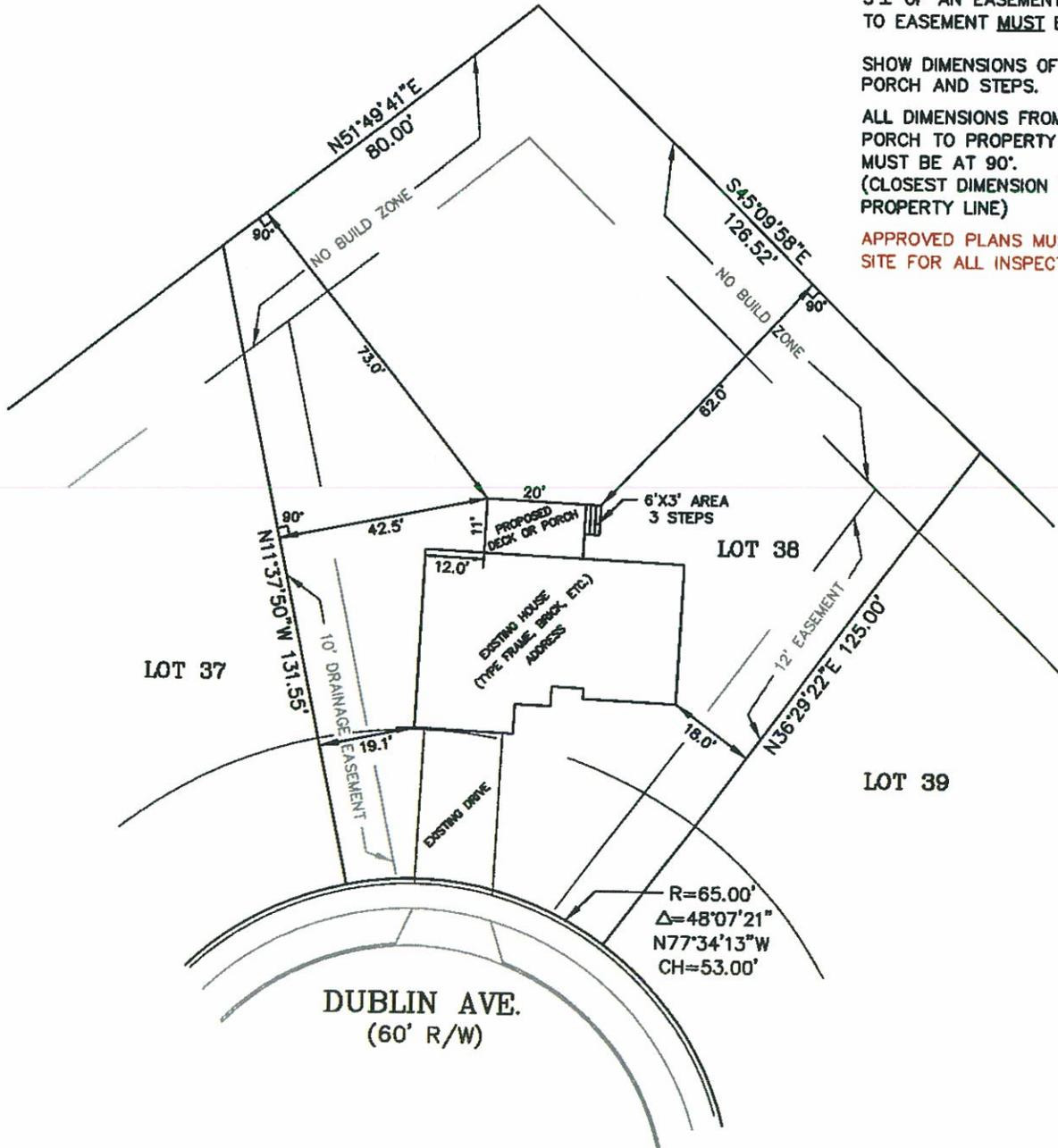
SCREENED PORCH SITE PLAN

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

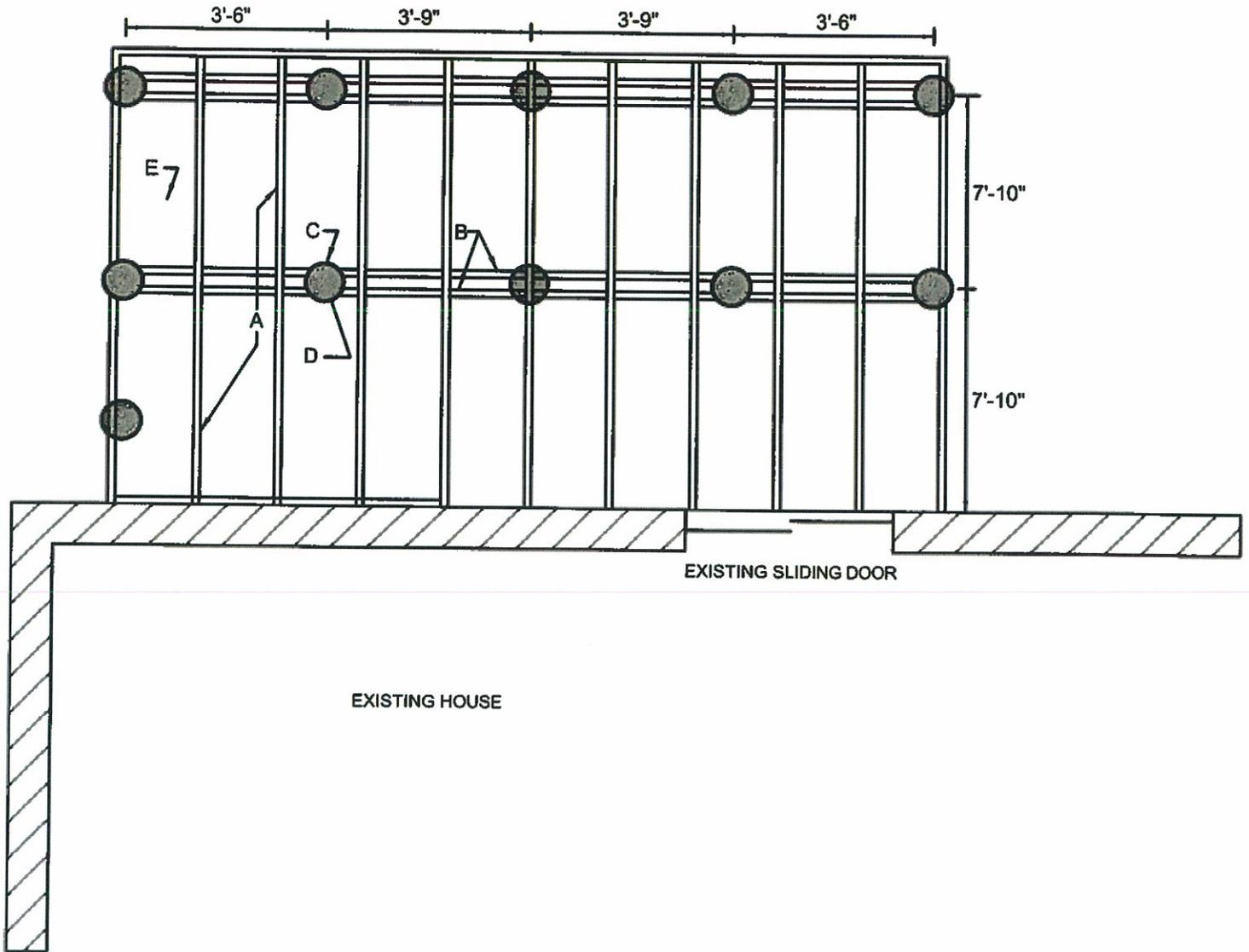
SHOW DIMENSIONS OF DECK OR SCREENED PORCH AND STEPS.

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.



FLOOR FRAMING PLAN (SAMPLE ONLY)



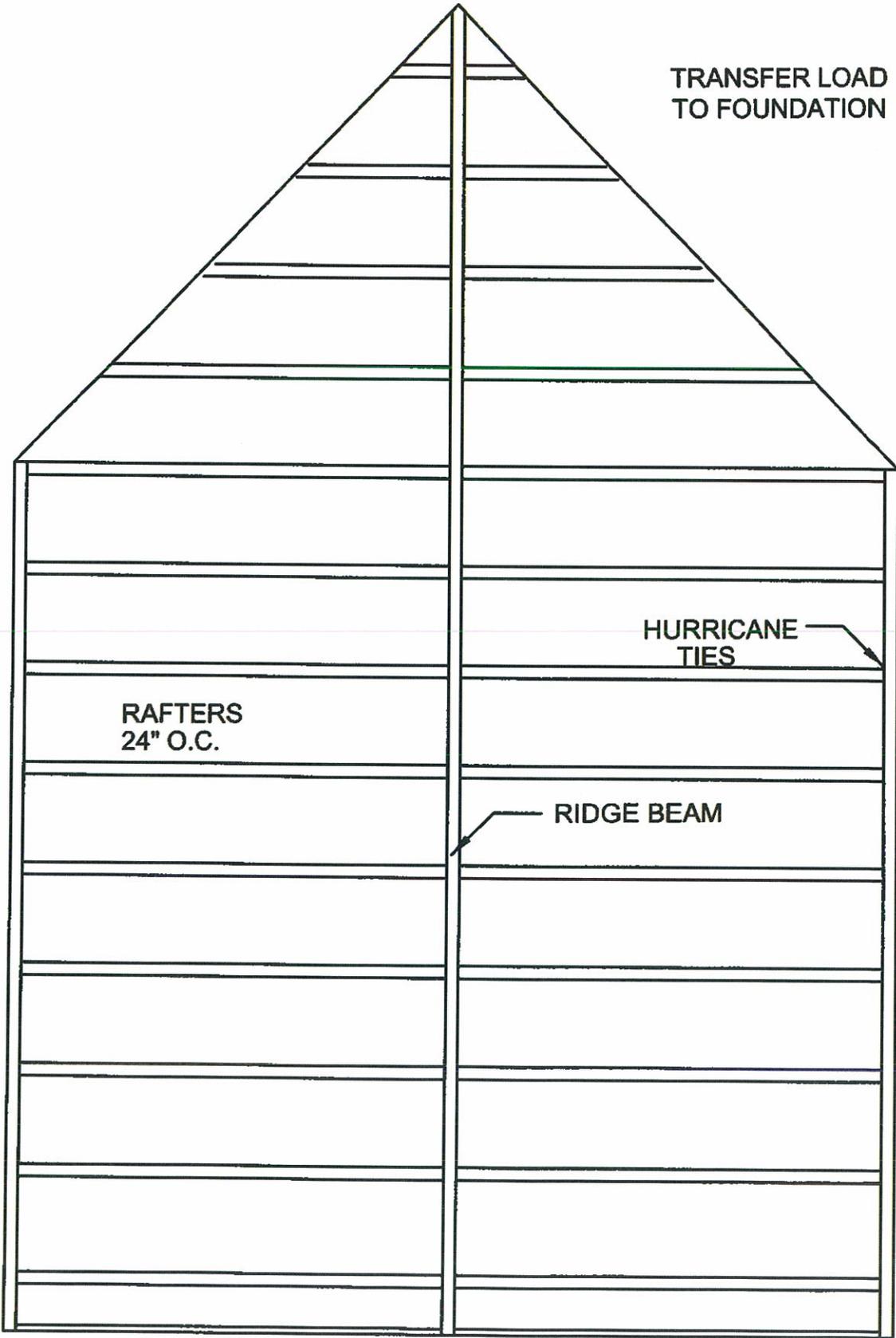
LEGEND

- 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.

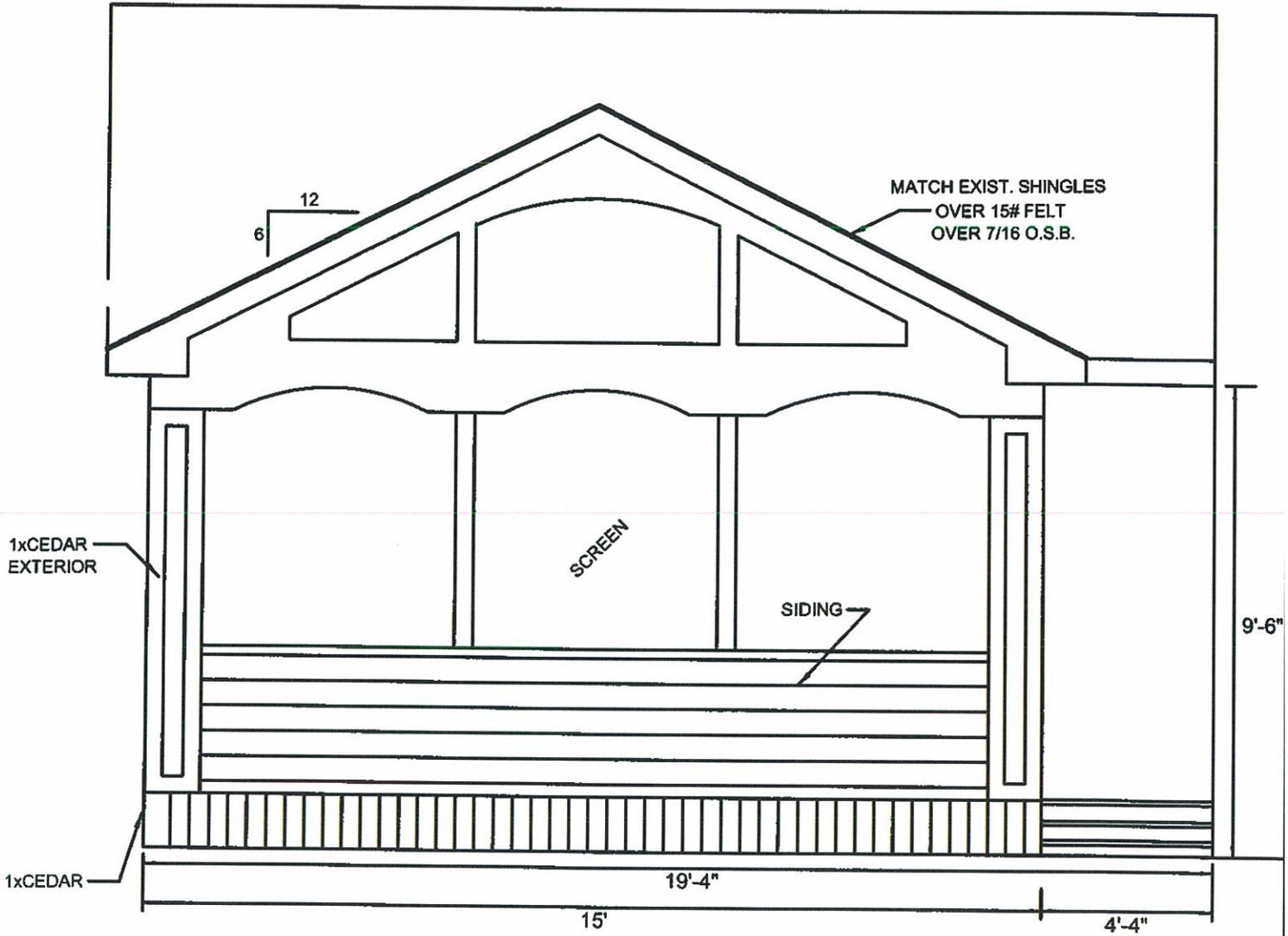
UNDERGROUND UTILITIES
Two Working Days
BEFORE YOU DIG
Call 800-362-2764 (Toll free)
OHIO UTILITIES PROTECTION SERVICE
NON-MEMBERS
MUST BE CALLED DIRECTLY

ROOF PLAN

(SAMPLE ONLY)



FRONT ELEVATION (SAMPLE ONLY)



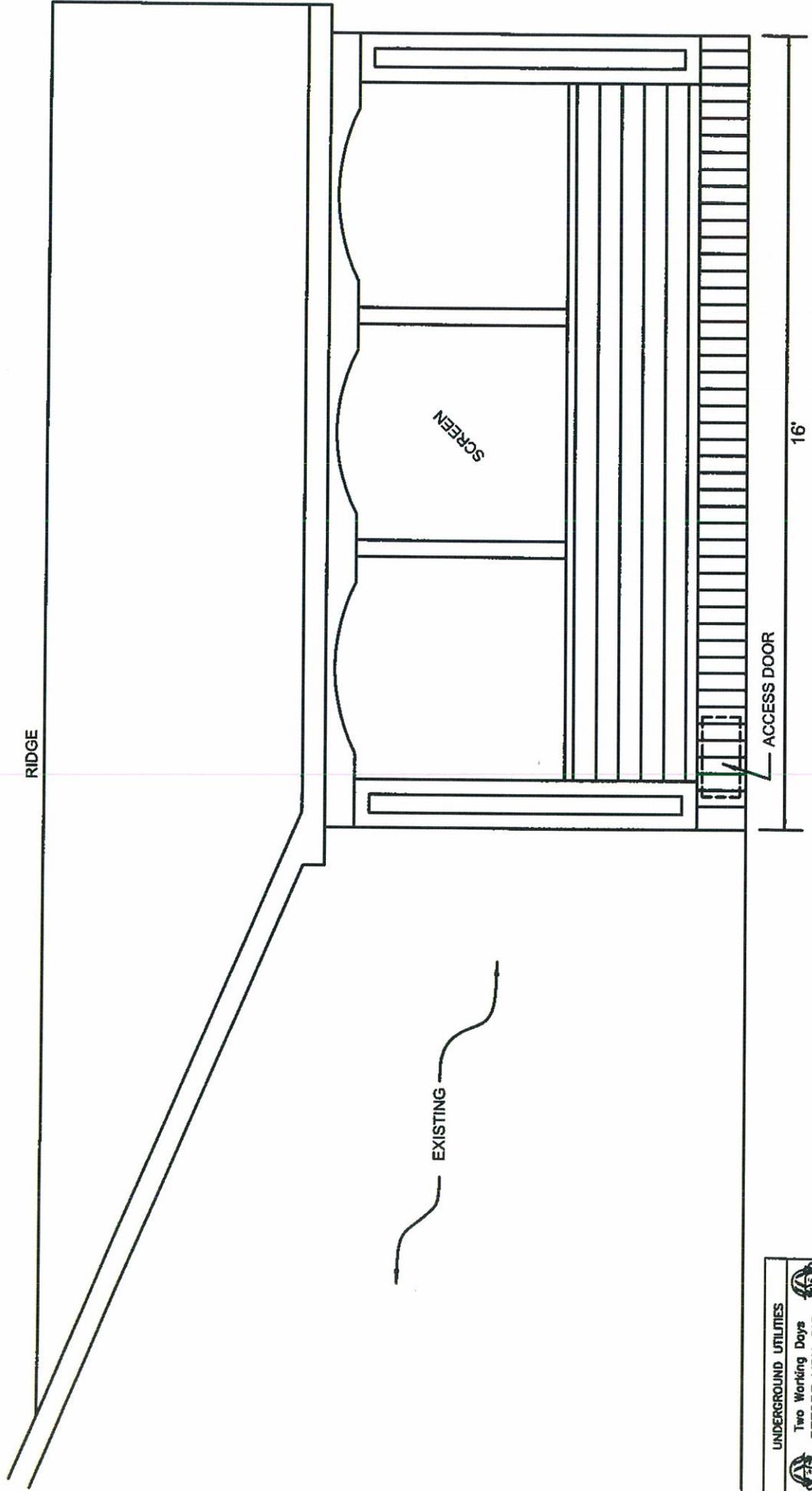
UNDERGROUND UTILITIES

Two Working Days
BEFORE YOU DIG

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

NON-MEMBERS
MUST BE CALLED DIRECTLY

SIDE ELEVATION PLAN (SAMPLE ONLY)



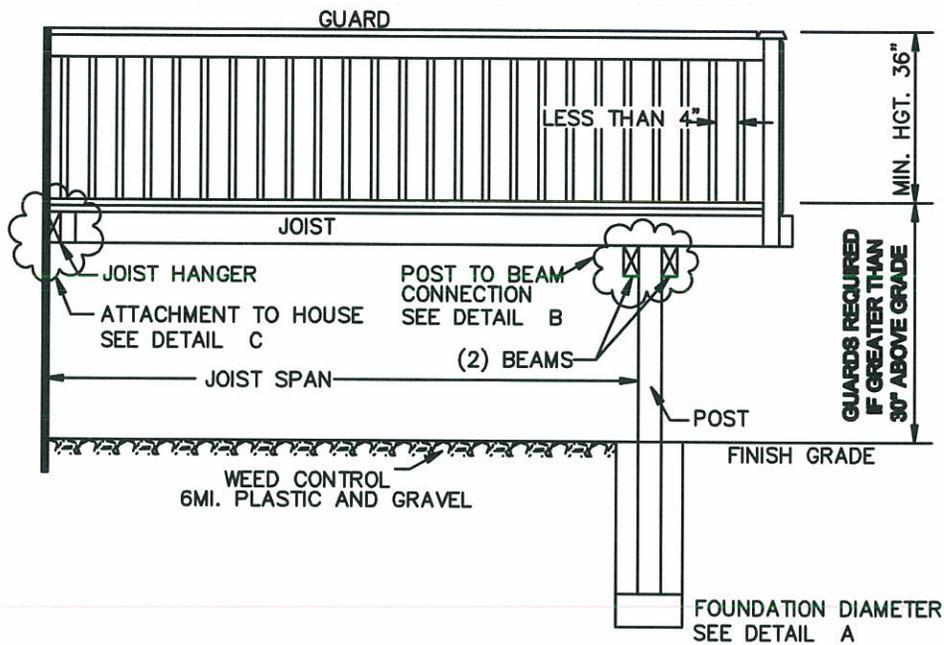
NOTES:

DECK SHALL NOT BLOCK VENT, ELECTRICAL OR HOSE BIBS.

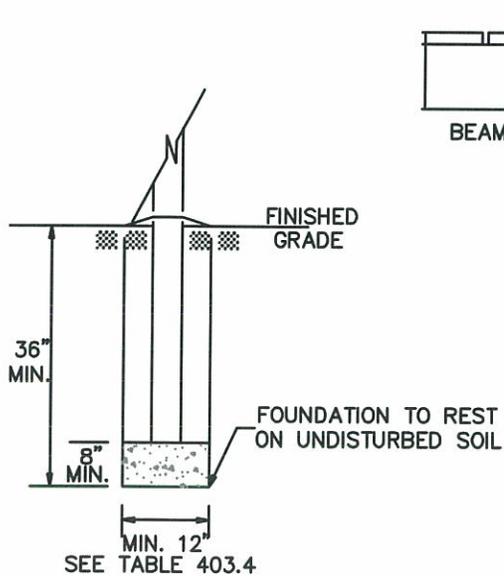
UNDERGROUND UTILITIES
Two Working Days
BEFORE YOU DIG
Call 800-382-2784 (Toll free)
OHIO UTILITIES PROTECTION SERVICE
NON-MEMBERS
MUST BE CALLED DIRECTLY

SUBMIT THIS SHEET WITH APPLICATION

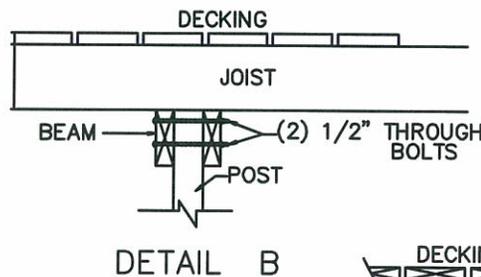
Residential Deck



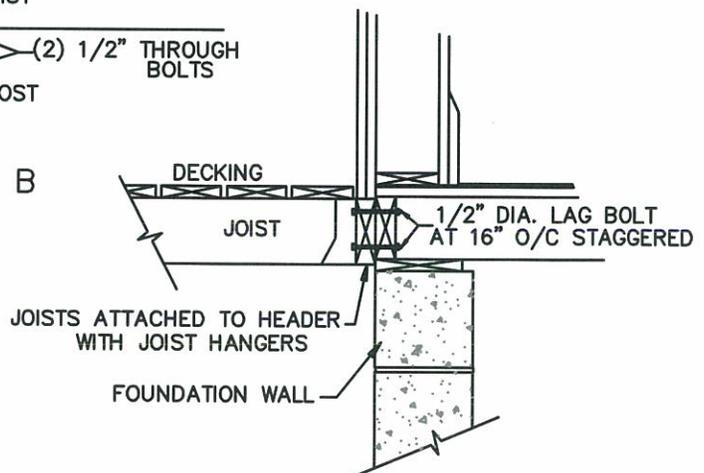
CIRCLE EACH DETAIL THAT APPLIES



DETAIL A



DETAIL B



DETAIL C