

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 2019 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



Building Standards

Screened Porch Permit Information

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.***



Building Standards

Screened Porch Permit Information

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.



BUILDING STANDARDS PERMIT COVER SHEET

ALL applicants are required to complete appropriate **Permit Application & Checklist** for specific application type.

APPLICATION TYPE

<input type="checkbox"/> COMMERCIAL		<input type="checkbox"/> RESIDENTIAL	<input type="checkbox"/> SIGNAGE
<input type="checkbox"/> Site Only		<input type="checkbox"/> New Building <input type="checkbox"/> Building Addition <input type="checkbox"/> Alteration / Remodel <input type="checkbox"/> Accessory Structure <input type="checkbox"/> Basement Finish <input type="checkbox"/> Deck <input type="checkbox"/> Screened Porch <input type="checkbox"/> Pool <input type="checkbox"/> Building Removal <input type="checkbox"/> Other	<input type="checkbox"/> New Ground <input type="checkbox"/> Replacement Ground <input type="checkbox"/> Wall <input type="checkbox"/> Projecting <input type="checkbox"/> Entry Feature <input type="checkbox"/> Reface Existing <input type="checkbox"/> Other
<input type="checkbox"/> New Building <input type="checkbox"/> Building Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Accessory Structure <input type="checkbox"/> Change of Occupancy <input type="checkbox"/> Building Removal <input type="checkbox"/> Other	<input type="checkbox"/> Walk Thru Attach Eligibility Worksheet (Form BLD-246)		
	<input type="checkbox"/> Not a Phased Request <input type="checkbox"/> Phased Request Attach OBC Phased Plan Approval (Form BLD-240 or Equivalent)		

FIRE PROTECTION	ELECTRICAL	HVAC	GAS PIPING
Commercial <input type="checkbox"/> Suppression <input type="checkbox"/> Alarm <input type="checkbox"/> Other Residential <input type="checkbox"/> Suppression <input type="checkbox"/> Alarm <input type="checkbox"/> Other	<input type="checkbox"/> Commercial <input type="checkbox"/> Residential	<input type="checkbox"/> Commercial <input type="checkbox"/> Residential	<input type="checkbox"/> Commercial <input type="checkbox"/> Residential

Applicant's Name / Number

Signature

Date

BUILDING PERMIT APPLICATION

BASIC PROJECT INFORMATION (PRINT)

Project Name		
Project Address		
Project Unit / Suite Number		
Subdivision Name		
EXISTING Water <input type="checkbox"/> Yes <input type="checkbox"/> No Sewer <input type="checkbox"/> Yes <input type="checkbox"/> No Fire Detection <input type="checkbox"/> Yes <input type="checkbox"/> No Fire Suppression <input type="checkbox"/> Yes <input type="checkbox"/> No N/A <input type="checkbox"/> Yes <input type="checkbox"/> No Master Meter Community <input type="checkbox"/> Yes <input type="checkbox"/> No	CHANGES Exterior Site Conditions <input type="checkbox"/> Yes <input type="checkbox"/> No Building Exterior Facade <input type="checkbox"/> Yes <input type="checkbox"/> No	Estimated Cost of Construction Lot Number Project Size (sq ft) OBC Construction Type OBC Use Group
Project Description (attach additional information as needed)		

REVISIONS (PRINT)

This section is for **REVISIONS** to plans that have already been assigned an application number. This must be filled out when submitting any additional paper work or plans. NOTE: All REVISIONS must be clearly highlighted on all revised plans and plot plans.

Description of the REVISION(S) being submitted (attach additional info as needed) <input type="checkbox"/> Not Applicable	FOR OFFICE USE ONLY Date Application No. Revision No. Fee
--	--

BUILDING PERMIT APPLICATION

PROPERTY OWNER / PRIMARY CONTACT (PRINT)

I, the owner of this building and the undersigned, do hereby covenant and agree to comply with all the laws of the State of Ohio and the Ordinances of this jurisdiction, pertaining to the building and the buildings, and to construct the proposed building or structure or make the proposed change or alteration in accordance with the plans and specifications submitted herewith, and certify that the information and statements given on this application, drawings and specifications are to the best of their knowledge, true and correct.

Property Owner Name

Signature		Date
Corporate / Company Name		Title
Address		
City, State, Zip Code	Email	
Telephone	Fax	

I, the Project Representative and Contact, acknowledge and make this application as, or on behalf of, the owner and further assert that I am the agent / representative to be contacted concerning matters relating to this application.

Project Primary Contact Name

Signature		Date
Corporate / Company Name		Title
Address		
City, State, Zip Code	Email	
Telephone	Fax	

BUILDING PERMIT APPLICATION

All project references may not be applicable to your job type.

PROJECT REFERENCES (PRINT)

TENANT NAME

Company Name	
Contact Name	Title
Address	
City, State, Zip Code	Email
Telephone	Fax

ARCHITECT / DESIGN PROFESSIONAL

Company Name	OH License #
Architect / Contact Name	
Address	
City, State, Zip Code	Email
Telephone	Fax

CIVIL ENGINEER

Company Name	OH License #
Architect / Contact Name	
Address	
City, State, Zip Code	Email
Telephone	Fax

GENERAL CONTRACTOR DUBLIN REGISTRATION REQUIRED

Company Name	
Architect / Contact Name	Title
Address	
City, State, Zip Code	Email
Telephone	Fax

LANDSCAPE ARCHITECT

Company Name	OH Reg #
Architect / Contact Name	Title
Address	OH License #
City, State, Zip Code	Email
Telephone	Fax

OTHER

Company Name	
Architect / Contact Name	Title
Address	
City, State, Zip Code	Email
Telephone	Fax

RESIDENTIAL CHECKLIST

CHECK ALL THAT APPLY

NEW RESIDENTIAL ONE, TWO & THREE UNIT

BUILDING STANDARDS PERMIT

- ☐ Building Standards Permit Application (SIGNED)

REGISTRATION & AFFIDAVIT

- ☐ Dublin Contractor Registration / Homeowner Affidavit

HOMEOWNER ASSOCIATION

- ☐ Homeowner Association Approval Letter

DRAWINGS

- ☐ Cover Sheet / Index
☐ Plot Plan

CONSTRUCTION DRAWINGS

- ☐ Foundation Plan (Engineered for Basements)
☐ Basement Finish Plan
☐ Floor Layout Plan
☐ Floor Framing Plan
☐ Roof Framing Plan / Roof Truss Profiles (Sealed)
☐ Exterior Elevations

LANDSCAPE PLAN

- ☐ Landscape Plan
☐ Tree Survey

☐ Wall Sections
☐ Wall Bracing Plans (accepted on Floor Layout Plan)
☐ Stair Detail (if applicable)
☐ Electric Layout Plan
(incl Lighting, Switching, Smoke Alarms, CA Alarms)
☐ HVAC Layout Plans

MECHANICAL

- ☐ Dublin Mechanical Systems Description Form

ENERGY

- ☐ 2009 Model Energy Code Report

VENTILATION

- ☐ Light & Ventilation Schedule

ELECTRIC

- ☐ Electric Load Calculations

ADDITION / REMODEL / DECK

BUILDING STANDARDS PERMIT

- ☐ Building Standards Permit Application (SIGNED)

REGISTRATION & AFFIDAVIT

- ☐ Dublin Contractor Registration / Homeowner Affidavit

DRAWINGS

- ☐ Cover Sheet / Index
☐ Plot Plan

CONSTRUCTION DRAWINGS

- ☐ Foundation Plan (Engineered for Basements)
☐ Basement Finish Plan
☐ Floor Layout Plan
☐ Floor Framing Plan
☐ Roof Framing Plan / Roof Truss Profiles (Sealed)
☐ Exterior Elevations

LANDSCAPE PLAN

- ☐ Landscape Plan
☐ Tree Survey

☐ Wall Sections
☐ Wall Bracing Plans (accepted on Floor Layout Plan)
☐ Stair Detail (if applicable)
☐ Electric Layout Plan
(incl Lighting, Switching, Smoke Alarms, CA Alarms)
☐ HVAC Layout Plans

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: _____



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

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

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: _____

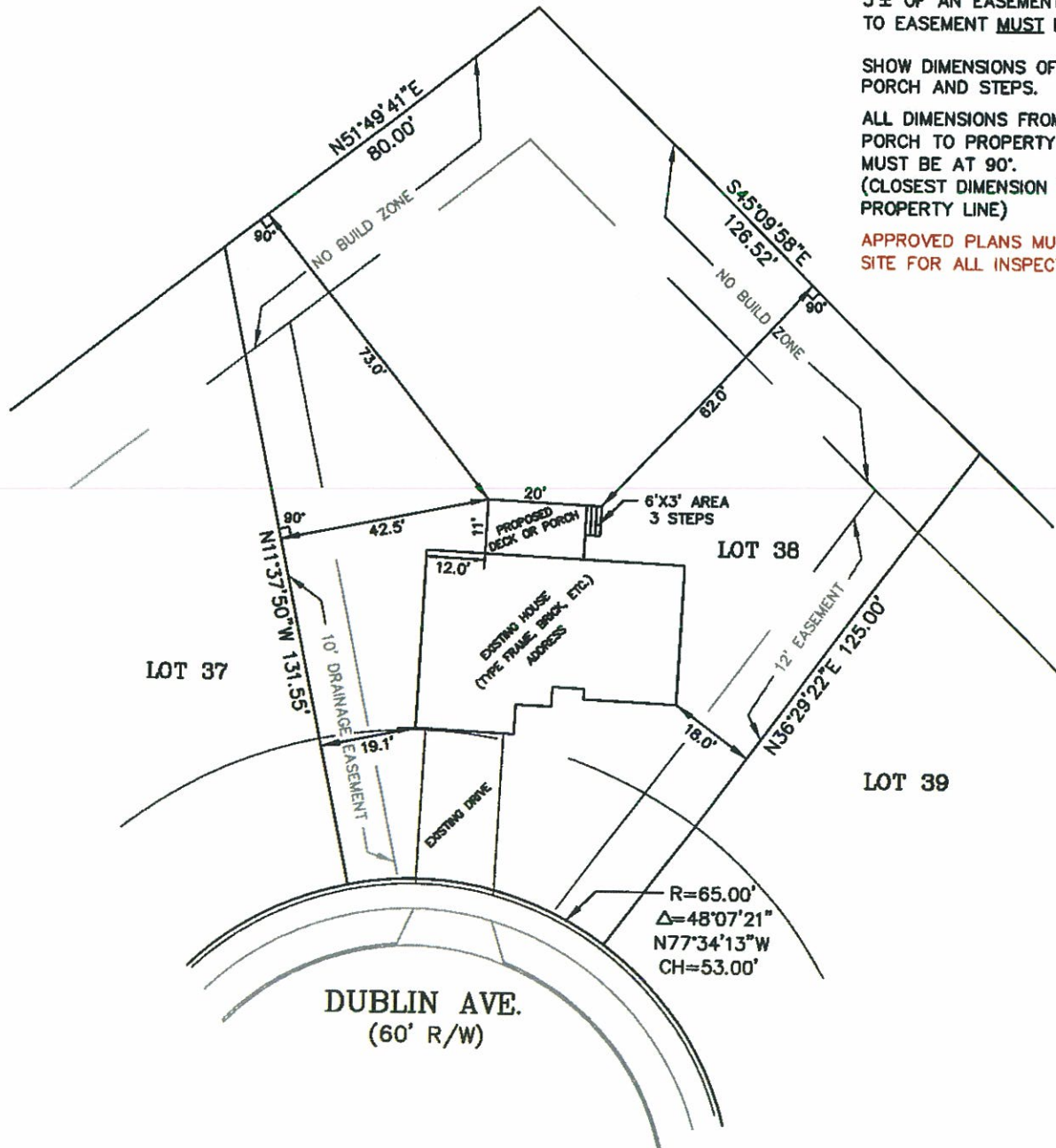
SCREENED PORCH SITE PLAN

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.

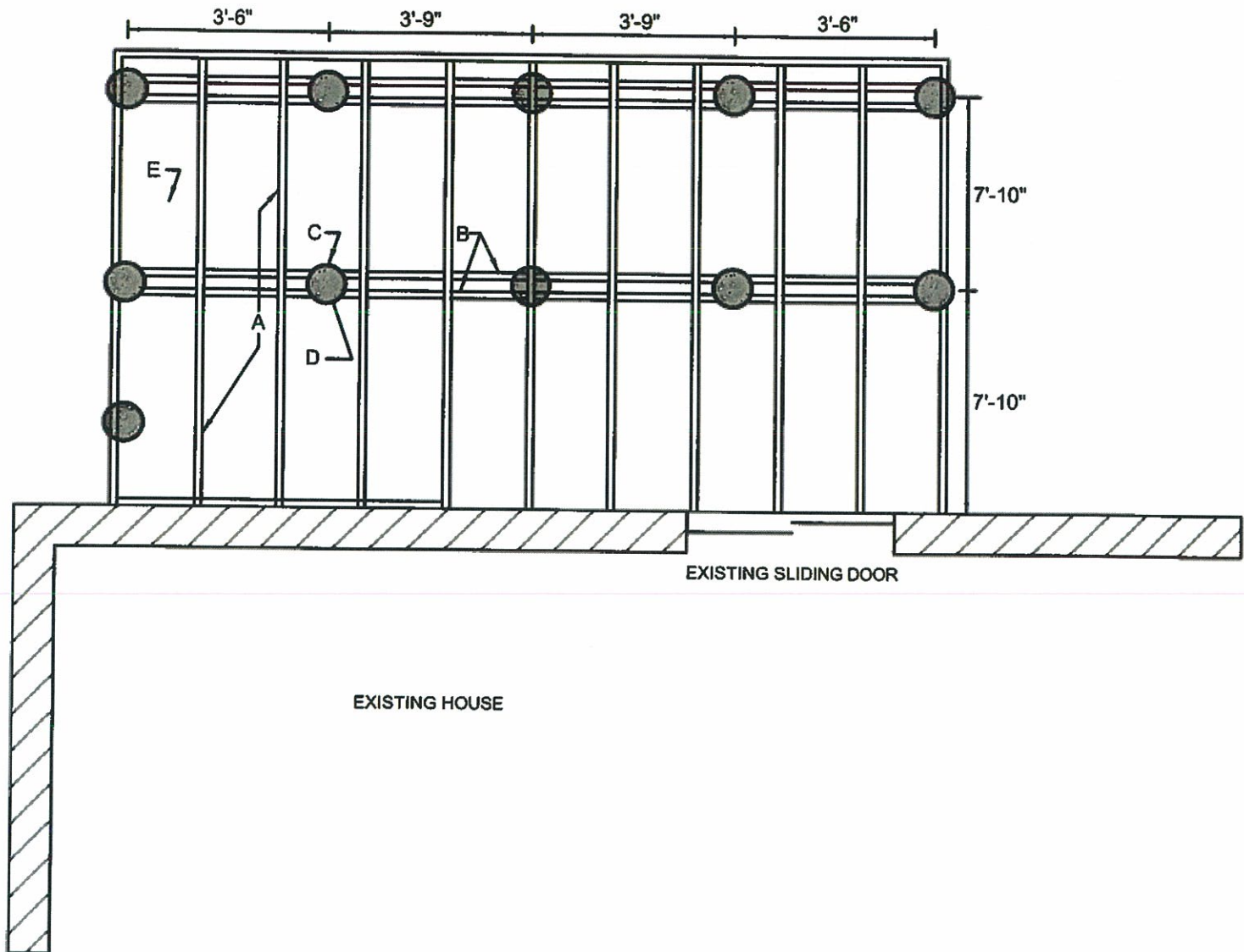
ALL DIMENSIONS FROM DECK OR SCREENED
PORCH TO PROPERTY LINES
MUST BE AT 90°.
(CLOSEST DIMENSION TO
PROPERTY LINE)

APPROVED PLANS MUST BE ON
SITE FOR ALL INSPECTIONS.



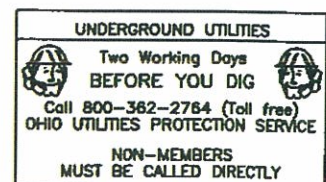
FLOOR FRAMING PLAN

(SAMPLE ONLY)



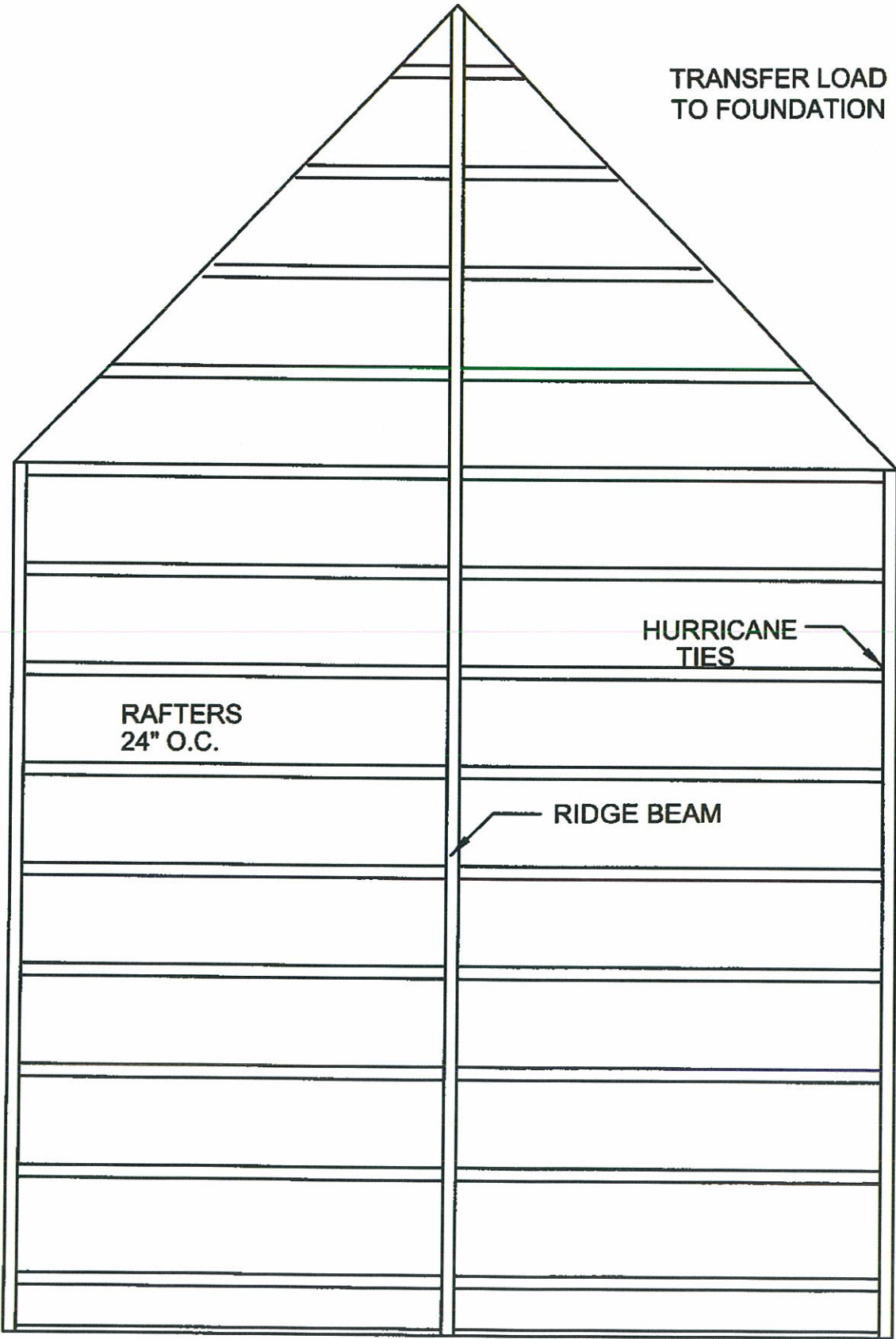
LEGEND

- 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.



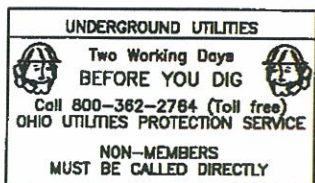
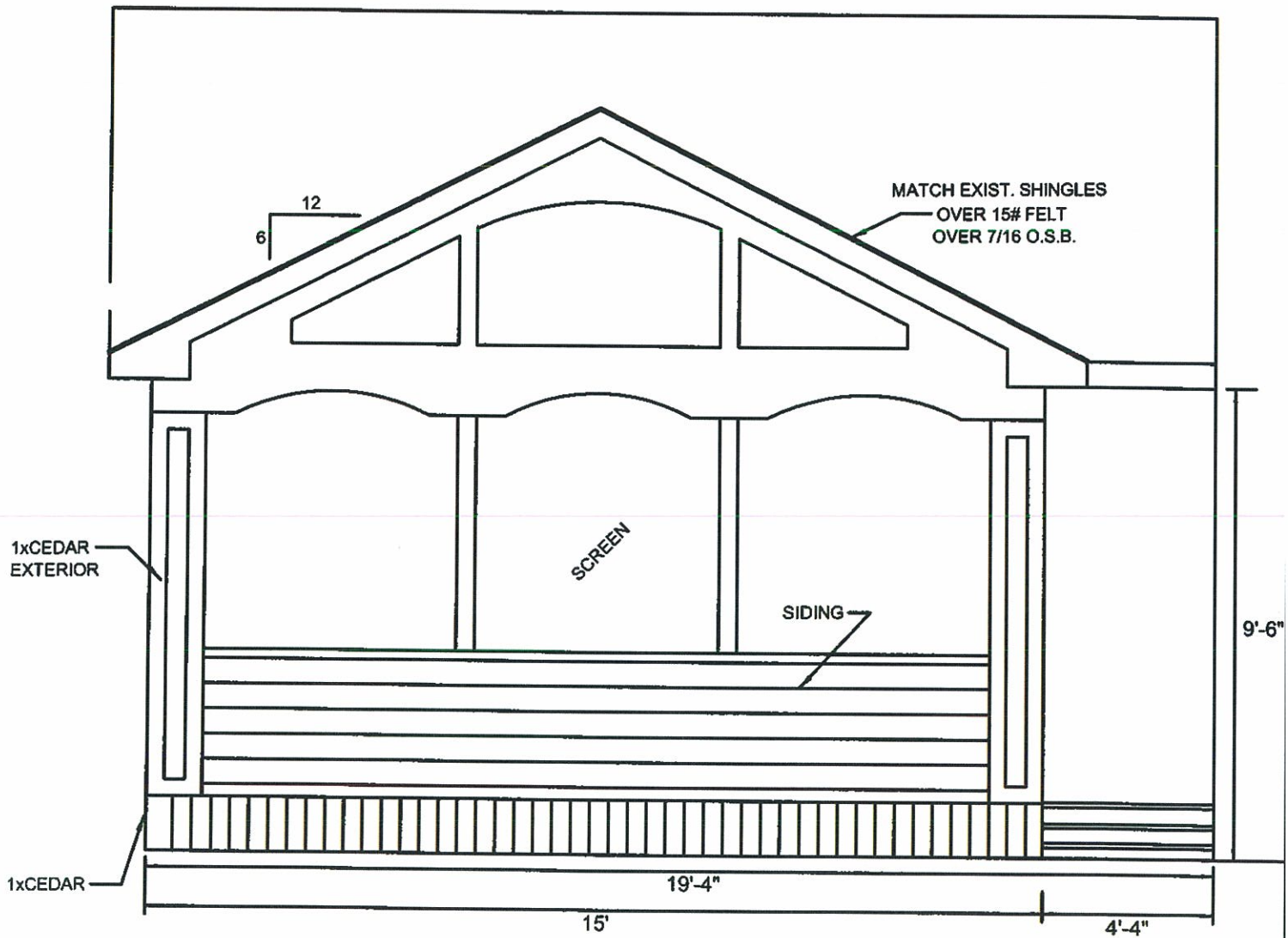
ROOF PLAN

(SAMPLE ONLY)



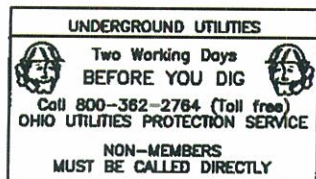
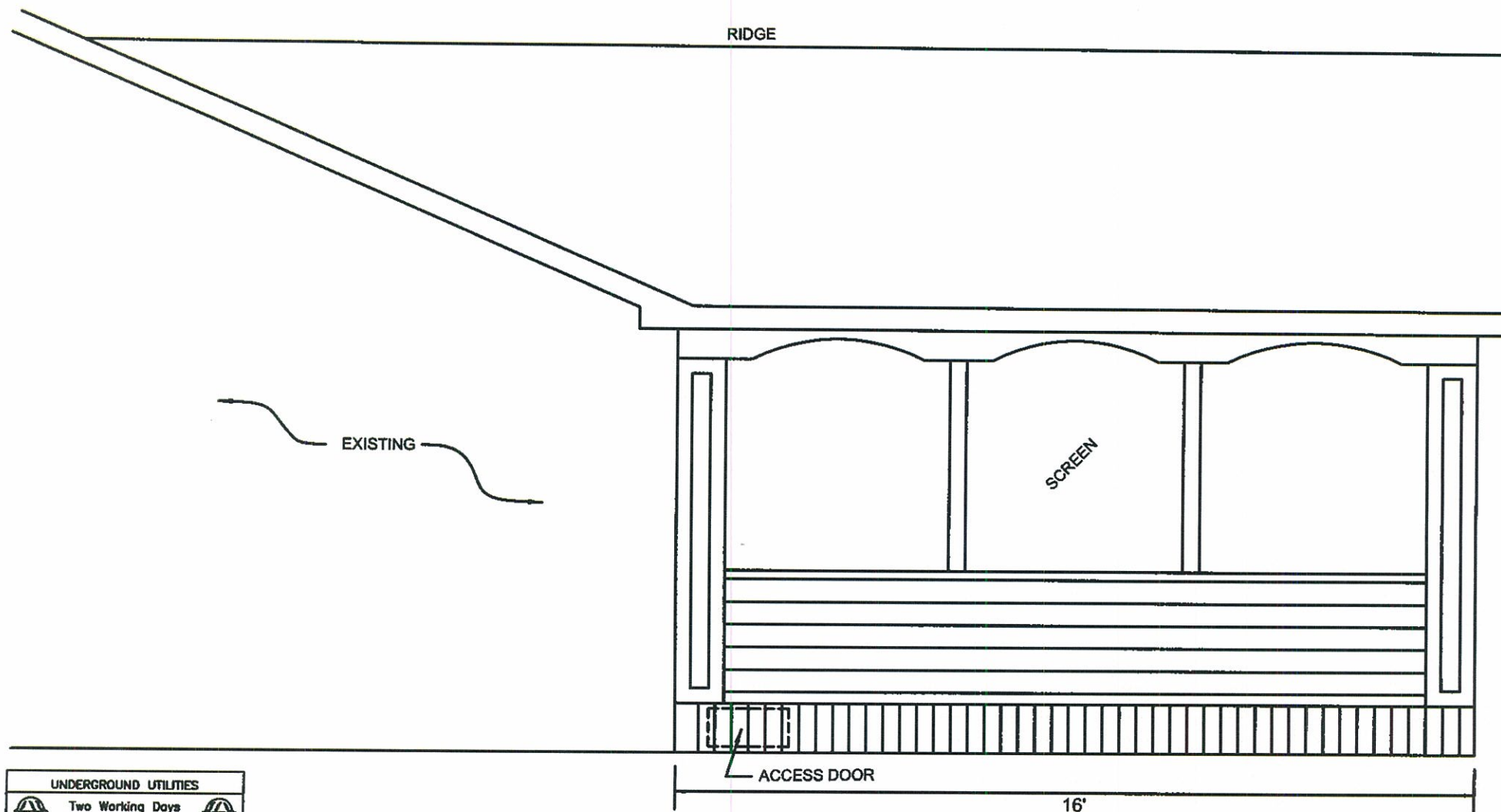
FRONT ELEVATION

(SAMPLE ONLY)



SIDE ELEVATION PLAN

(SAMPLE ONLY)



NOTES:

DECK SHALL NOT BLOCK VENT, ELECTRICAL OR HOSE BIBS.