DIVISION OF BUILDING STANDARDS

RESIDENTIAL - NEW HOMES

Building permits are required for all new residential construction.

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 at 5800 Shier Rings Rd:

- Completed application including: address, parcel number, lot number, sub-division and a contact name and phone number
- Site Plan on 8 ½"x14" or 11"x17" (preferred)
- Complete sets of Construction Drawings
- Dublin Mechanical Systems Description Form
- 2018 Model Energy Code Report or indicate prescriptive compliance method
- Light and ventilation schedule
- Electric Load Calculations
- Sealed Roof Truss profiles
- Sealed Floor Truss profiles
- Current City of Dublin Contractor Registration or Homeowner's Affidavit*
- Elevations on 11x17 sheet, one copy separate from Construction Documents

**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 required. 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) 410-4608 to become an ePlan user and for more information on how to use ePlan.

DIVISION OF BUILDING STANDARDS

RESIDENTIAL - NEW HOMES

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:

- Subdivision, Section, and Lot number
- Street Name and Right of Way dimensions
- Scale and North Arrow
- Property line bearings and distances
- Easements, build zones, and no build zones
- All existing structures on a lot and distances to property lines
- Exact location of the proposed new home/addition, driveway, paths, and accessory buildings
- Exact dimensions of the proposed new home/addition
- Exact location of driveway, sidewalks, paths, accessory structures, fences, and mechanical units
- The distance from the new home/addition to the property lines
- Driveway width and slope
- Required landscaping
- Lot coverage calculations
- Finish grading information (include grades at property lines, around residence, and at property lines closest to the residence
- Silt fence location
- Construction entrance location

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

Construction Drawing Requirements

The following items must be shown on constr. drawings (drawings must be to scale and show all dimensions):

- Cover page with Index of drawings
- Foundation plan (engineered for basements)
- Basement finish plan if applicable
- Floor framing and layout plans
- Roof framing plan (or truss layout)
- Exterior elevations
- Wall sections
- Wall bracing plans (this can be shown on the Floor layout plan)
- Stair detail (if applicable)
- Electric layout plans (include lighting, switching, smoke alarms, CO alarms)
- HVAC layout plans

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. Please direct any Zoning questions to (614) 410-4600.
- The Residential Plans Examiner will review the construction drawings for compliance with the 2019 Residential Code of Ohio, as amended. Please direct Building 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.***

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:

- Underground plumbing (plumbing inspections are scheduled by calling Franklin County Health Department at (614) 462-3160
- Sewer
- Footing
- Foundation Steel
- Electric temporary
- Foundation, inspector verifies top of foundation certification by surveyor (left on site for inspector)
- Radon pre-slab
- Electric rough
- Plumbing rough, inspected by Franklin County
- Gas piping rough
- Zoning rough, inspector verifies Appearance Code requirements
- HVAC & Frame, Electrical, Zoning and Plumbing rough inspections must be approved prior to the HVAC and Frame inspection. Engineered truss (roof and floor) drawings must be on site. Inspector collects Subcontractor Disclosure list.
- Fireplace rough or first flue, for masonry fireplace
- Insulation (Energy code compliance which was submitted will be verified)
- Curb, Walk and Approach
- Plumbing final, inspected by Franklin County
- Engineering Final, engineering inspector verifies elevations, grading, erosion control and other site issues
- Zoning final, inspector verifies Appearance Code and Landscape requirements
- Gas Piping final
- Electrical Final
- Final HVAC & Occupancy, inspector verifies that all other inspections have been completed.

To Schedule an inspection:

Please access the website, aca3accela.com/dublinoh/default.aspx, to schedule an inspection. If the request is made before 6:00 a.m., the inspection will be conducted that same business day. Please have the following information at hand when the request 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.

Occupancy

If occupancy is not granted at the final occupancy inspection, it may be possible to obtain Conditional Occupancy. Conditional Occupancy will only be granted between **November 1 and April 30**, subject to seasonal variance at the discretion of the Chief Building Official.

Conditional Occupancies are allowed when weather related items are the only outstanding issues and they are not considered hazardous to public health and/or safety. To start the Conditional Occupancy process, a written request must be submitted to the Chief Building Official stating the reasons for the request. Once the written request is approved by the Chief Building Official, an application for Conditional Occupancy must be submitted to the Chief Building Official. A fee will be assessed in accordance with the Dublin Codified Ordinances. A bond amount may be assessed based upon the work that is pending for completion.

The Conditional Occupancy is not granted until the Chief Building Official approves it and signs the Conditional Occupancy Agreement. Please refer to "Conditional Occupancy" paperwork (available at the Permit Window) for additional information. The homeowner shall not move in until either Occupancy has been granted or a **Conditional Occupancy** has been issued.

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

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

City of Dublin Amendments

The Ohio Residential Code shall be amended as follows

The 2019 Residential Code of Ohio Table 301.2(1) shall be completed as follows:

Ground Snow Load:	20 psf
Wind Speed	115 mph
Seismic Design Category:	B
Weathering:	Severe
Frost Line Depth:	36 inches
Termite Damage	Moderate to Heavy
Winter Design Temperature	0-10 degrees
Ice Shield Underlayment Required	Yes
Floor Hazards:	Refer to Chapter 151 of the City of Dublin Codified Ordinances
Air Freezing Index:	1400
Mean Annual Temperature	50 degrees

DIVISION OF BUILDING STANDARDS

HOMEOWNER AFFIDAVIT

5800 Shier-Rings Road Dublin, Ohio 43016
Phone: (614) 410-4670

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:**_____

City of Dublin

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

These drawings have been reviewed for and shall comply with the 2013 Edition Residential Code of Ohio, as amended.

PLAN REVIEW CHECKLIST

Application No._____
Address_____
Date Reviewed_____
Reviewed By_____
_____Approved _____ Disapproved

		Complies	Does Not Comply	Insufficient Information	Revised Plan Requested	Not Applicable	Plan reviewer's comments
2009	Model Energy code Report						Worksheets required
106.1.3.8	Mechanical System Description						
301.5	Live Load minimums						
302.1	Fire Resistant Construction						fire separation
302.6	Attached Garage Fire Separation						1 3/8" s.c./20 min. door and 5/8" gyp bd walls and clg & Table 302.6
302.7	Under Stair Protection						1/2" gypsum bd. enclosed accessible space
302.11	Fireblocking						
303.1	Light & Ventilation Schedules						Schedules reqd on plans, glazing 8%, openable 4%
303.6	Stairway Illumination						
306 & 307	Sanitation - Fixture Clearance						Figure 307.1
308	Required Safety Glazing						
310	Emergency Escape and Rescue Openings						5.7 sq ft (24"net hgt. 20" net width) max. sill 44" aff
311.2.1	Garage Access Door						Min 2'6" X 6'8" Door
311.2	Exit Door Required						Min. 3'0" x 6'8"
311.7.4	Stair Riser and Treads						8 1/4" max. rise, 9" min tread, 6'-8" clr
311.7.5	Landings						Minimum 3' x 3'
311.7.7	Handrails						
312	Guards						
314	Smoke Detector Locations						All floors/bdrm/outside bed hard wired and interconnected
315	Carbon Monoxide Detector						outside sleeping areas
316	Foam Plastic Separations						
317	Protect wood against decay						
Table 401.4.1	Soil Bearing Capacity						1,500 psf or report
402.2	Concrete strength						Table 402.2
403	Footing/pier/pad size & location(s)						including frost depth
403.1.6	Foundation Anchorage						1/2" anchor bolt @ 6'0" oc, 7" embed
Table 403.5	Deck footing without roofs						
404	Foundation wall sizes and reinforcements						Sealed dwg reqd or prescriptive tables
405	Foundation drainage systems						
406	Damproofing or Waterproofing						
408.1	Crawl space ventilation						
408.3	Crawl space access						floor 18x24, wall 16x24

PLAN REVIEW CHECKLIST

		Complies	Does Not Comply	Insufficient Information	Revised Plan Requested	Not Applicable	Plan Reviewer's comments
502.3	Floor joist(s) allowable spans						Lumber specifications required on drawings
502.5	Allowable girder spans						Per tables 502.5(1) & 502.5(2)
502.6	Bearing						1 1/2" for wood & steel / 3" for masonry & concrete
502.11.4	Floor trusses						Engineered design required at Frame inspection
502.14	Fire resistance of floors						1/2" drywall, 5/8" panel, 2x, Flak
503	Floor sheathing						
402.2 & 506	Concrete floors on ground						
601.3	Vapor Retarder						warm side of wall
602	Wood wall framing						
602.3.1	Stud size & spacing						Table 602.3.(1)
602.10	Wall bracing						Provide bracing method, locations, & details
603	Steel wall framing						
703.2	Water Resistive Barrier						exterior of wall
703.7	Masonry veneer						Table 703.4
802	Wood roof framing						Show truss profiles on roof plan
802.3.1	Framing details						Rafter ties, joist not perpendicular to rafters
802.4	Allowable ceiling joist spans						
802.5	Allowable rafter spans						
802.10	Wood trusses						Stamped engineered roof trusses required at frame
803.1	Roof Sheathing						5/8" min.
806	Roof ventilation						
807	Attic access						22"X30"
1001	Masonry fireplaces						Table 1001.1 & Figure 1001.1
1002	Masonry Heaters						Spark arrestor with rain cap
1003	Chimneys						Table 1003.1 & Figure 1003.1
1004	Factory- built fireplaces						
1006	Exterior Air supply						
2407 & 1503.4	Combustion Air						50 cubic per 1,000 btu/h, kitchen hood > 400 cfm
Ordinance	Radon						
2407.9.1	Make up air						Where fans are installed
Table - 301.2(1) & 905.2.7.1	Ice barrier						
NEC 110.3B & UL White Book	Electric Service Panel						Demand to be a max. of 80% of Service size

DIVISION OF BUILDING STANDARDS

MECHANICAL SYSTEMS DESCRIPTION

Job Address:_____**Contractor:**_____

Type of Work: ☐ New ☐ Replacement

Heating, Ventilation & Air Conditioning system Descriptions (select items as listed)

Furnace location:	☐ Basement	☐ Garage	☐ Attic	☐ Other:_____
Water Heater location:	☐ Basement	☐ Garage	☐ Attic	☐ Other:_____
Condensing Unit location:	☐ Rear Yard	☐ Side Yard	☐ Left	☐ Right
Furnace/water-heater capacity:	BTU's:_____			
Fuel Type:	☐ Natural Gas	☐ LP	☐ Elec	☐ Geothermal:_____
Furnace AFUE rating:	☐ 80%	☐ 90%		
Ductwork type:	☐ Sheet metal	☐ Ductboard	☐ Other:_____	
Air conditioner capacity:	_____ Ton			
Air conditioning SEER rating:	☐ 11 ☐ 12	☐ 13 ☐ 14	☐ 15	☐ 16
Location of gas meter:	☐ Rear Yard	☐ Side Yard	☐ Other:_____	
Location of vent terminations:				
☐ Dryer:	☐ Rear Yard	☐ Side Yard	☐ Other:_____	
☐ Furnace:	☐ Rear Yard	☐ Side Yard	☐ Other:_____	
☐ Water Heater:	☐ Rear Yard	☐ Side Yard	☐ Other:_____	

Plumbing System Description (write in number of fixtures below):

Description	Count	Description	Count	Description	Count
Water Closet		Dishwashers		Sump Pumps	
Lavatory Sink		Garbage Disposals		Bidets	
Whirlpool Tub		Drinking Fountains		Laboratory Sinks	
Hot Tub		Urinals		Hot Water Dispenser	
Shower		Shampoo Bowls		Water Heaters	
Floor Drains		Grease/Oil Intercept		Backflow Devices	
Laundry Tubs		Floor Sinks		Washers Automatic	

Select Size for Building Main Drain: ☐ 3″ ☐ 4″ ☐ 6″

Building Water Service Size: ☐ ¾″ ☐ 1″ ☐ 1 ¼″ ☐ 1 ½″ ☐ 2″

Building Water Service Type: ☐ Copper ☐ PVC/Plastic

Electric System Description (write in sizes required & select items listed below):

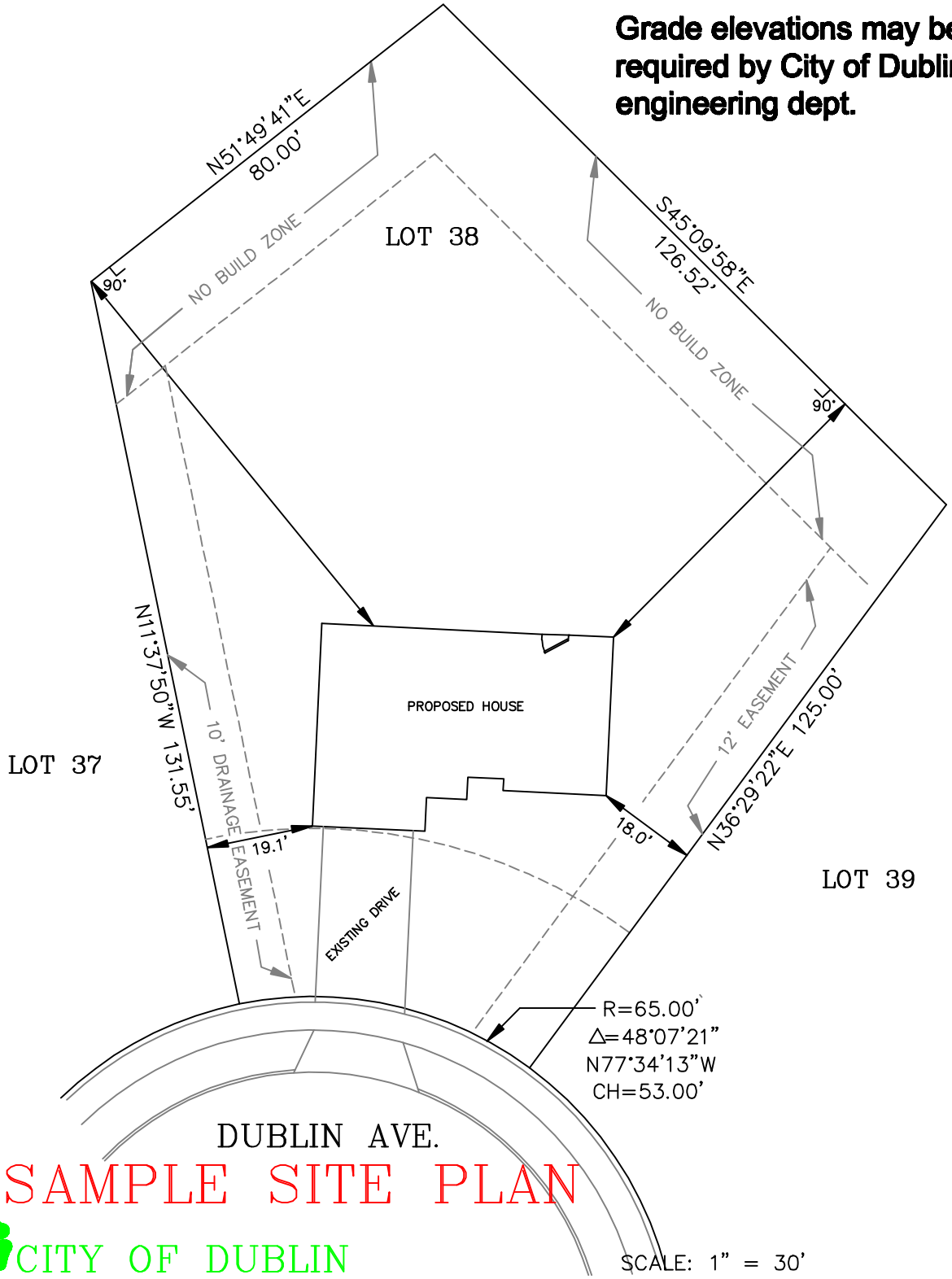
Underground Service [ ]	Single Phase [ ]
Overhead Service [ ]	Three Phase [ ]
Service Conductor Size:	# of 120 Volt Circuits
Service Conductor Type: Aluminum/Copper	# of 240 volt Circuits
Grounding Electrode Conductor Size:	Service Size:
Grounding Electrode Conductor Type: Alum/Copper	Service Location

Approved by:_____ Signature:_____

New Home Site Plan

1. **Show all existing structures on a lot and distances to property lines.**
2. **Show the exact location of the proposed new home.**
3. **Provide the exact dimensions of the proposed new home.**
4. **Provide dimensions from all sides of house to property lines.**
5. **All dimensions from new home to property lines must be at right angles to the property lines.**

Grade elevations may be required by City of Dublin engineering dept.



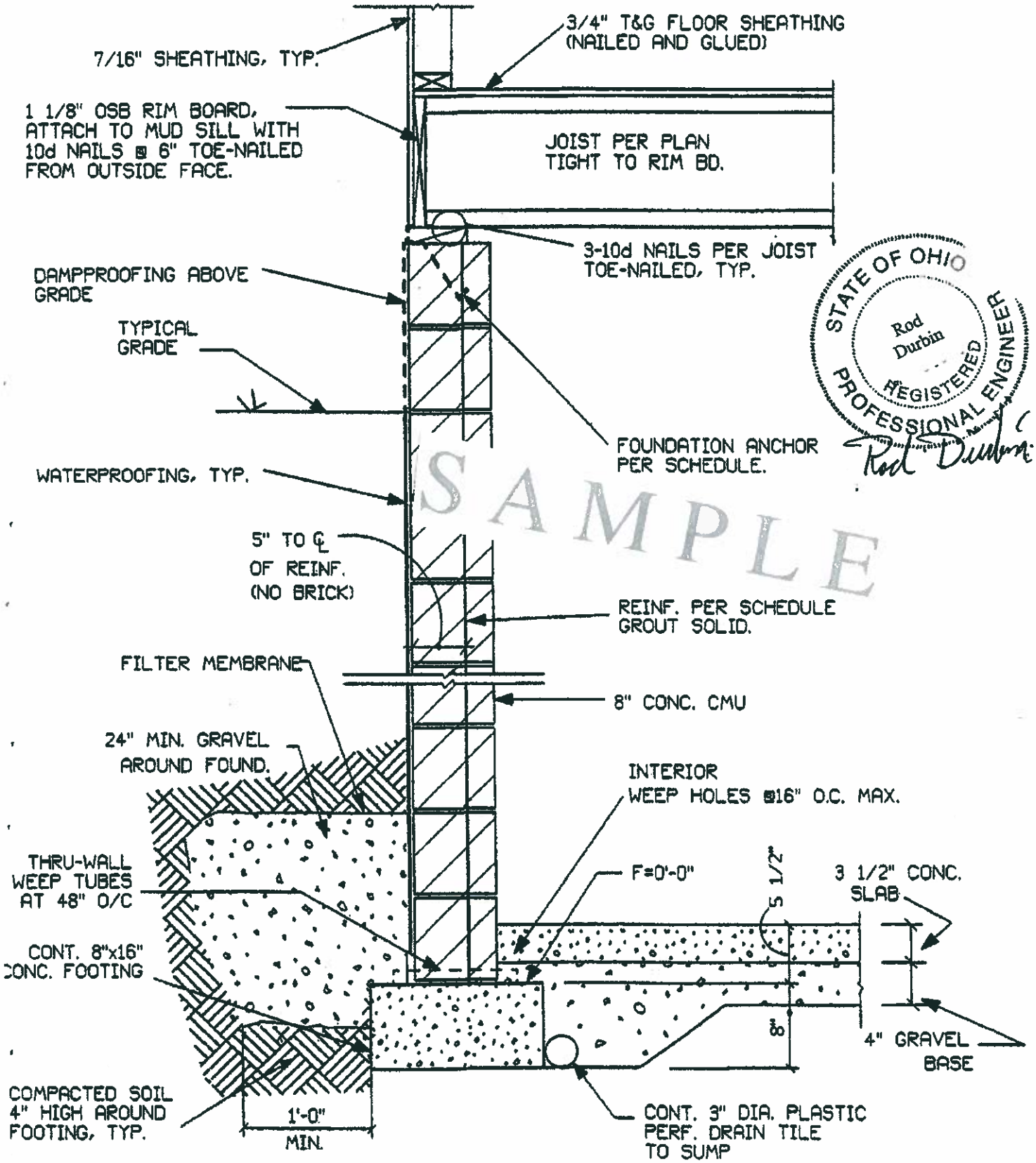
THIS SHEET SHOULD BE ON A 8 1/2" X 14" AND TO SCALE

WINDOW SCHEDULE (light & ventilation schedule)

ROOM	ROOM SQ. FT.	WINDOW TYPE	REQUIRED GLAZING SQ. FT.	ACTUAL GLAZING SQ. FT.	REQUIRED VENT SQ. FT.	ACTUAL VENT SQ. FT.	TEMPERED GLAZING	BEDROOM EGRESS SQ. FT.
DINING ROOM	146	3050 SH	11.68	10.96	5.84	5.7		
DINING ROOM		2050 SH		6.55		3.08		
DINING ROOM		2050 SH		6.55		3.08		
DINETTE	126	5068 SLID	10.68	30.25	5.04	16.25		
DINETTE		2050 SH		6.55		3.08		
DINETTE		2050 SH		6.55		3.08		
DINETTE		3050 SH		10.96		5.7		
GREAT RM.	293	3060 SH	23.44	13.45	11.72	6.38		
GREAT RM.		3060 SH		13.45		6.38		
BEDROOM#1	225	3060 SH	18	13.45	9	*6.38		6.38
BEDROOM#1	THERE WILL BE A CEILING LIGHT INSTALLED IN BEDROOM #1							
MSTR. BATH	115	3040 SH	3	8.38	1.5	3.83	YES	
LIBRARY	102	2-3060 SH	8.16	26.9	4.08	12.76		
LOFT	141	3050 SH	11.28	10.96	5.64	5.7		5.7
LOFT	THERE WILL BE A CEILING LIGHT INSTALLED IN THE LOFT							
BEDROOM#3	171	3050 SH	13.68	10.96	6.84	*5.7		5.7
BEDROOM#3	THERE WILL BE A CEILING LIGHT INSTALLED IN BEDROOM #3							
BEDROOM#4	118	3050-2 SH	9.44	21.92	4.72	11.4		5.7
FOYER	92	2844 SH	7.36	7.93	3.68	3.66		
		SASH RAISED CLEAR OPENING: 3050 30 5/8" X 26 13/16"						

*THESE ROOMS WILL INCLUDE 4" MAKE-UP AIR

SAMPLE

ENGINEERED FOUNDATIONS

All basement foundations shall be stamped and signed by an architect or a structural engineer.