



APPLICATION INSTRUCTIONS RESIDENTIAL BUILDING PERMIT

1. Application must be completely filled out by applicant
2. Fees must be paid **AT TIME OF APPLICATION**. Payment accepted by check, money order, or exact cash only.
Checks may be made payable to: City Of Wilmington
69 N. South Street
Wilmington, OH 45177
3. We require two (2) sets of plans for residential construction. The following plans must be submitted. Plans are not required for minor repairs as defined in ORC 102.10.2
 - A. Site Plan/Plot Plan for all new construction and additions showing the following to approximate scale ***NOTE* New construction Site Plan Review requires a separate fee and application.**
 - (1) Street location
 - (2) Location of proposed building(s) and all existing buildings on site
 - (3) Setback and side yard dimensions
 - (4) Distance between all buildings
 - (5) Location of all utilities or services on property (overhead & underground)
 - B. Foundation Plan (Show to scale)
 - (1) Size of footing
 - (2) Size and construction of foundation walls
 - (3) Areas of thickened slabs, piers, etc.
 - C. Floor Plan (all levels) (Show to scale)
 - (1) Overall dimensions including gross square footage of all floors
 - (2) Dimensions on all rooms
 - (3) Identify use of all spaces
 - (4) Window and door locations, sizes, and direction of door swing
 - D. Elevation Plan (Show to scale)
 - (1) Typical wall section from footer to roof framing
 - (2) Show sizes, thicknesses, materials
 - (3) Show details such as insulation, anchor bolts, finish grade, footing depth, etc.
 - E. Electrical Plan (Show to scale)
 - (1) Locations of all electrical devices and equipment
 - (2) Service showing panel locations, sizes, wire sizes, panel schedules and other pertinent data
 - F. Mechanical Plan (Show to scale)
 - (1) Show location, size, type, fuels, and capacities of HVAC and Mechanical Equipment.

**YOU MUST HAVE APPROVED PLANS, CERTIFICATE OF PLAN
APPROVAL, AND A PERMIT BEFORE YOU
START CONSTRUCTION.**

RESIDENTIAL PERMIT APPLICATION

Date: ____/____/____

PERMIT NO. R____-____-____

This Permit Includes the Following (Check All That Apply): Structural Mechanical Electrical

APPLICANT INFORMATION

Owner Primary Contractor Architect Other _____
Job Contact Name: _____

PARCEL/PROPERTY INFORMATION

PARCEL ID _____

PROPERTY ADDRESS

Lot No. _____ Subdivision _____ Zoning _____

OWNER NAME _____

Street Address _____

City _____ State _____ Zip Code _____

Phone # _____ Cell Phone # _____ Fax # _____

Is this property in a Flood Plain? Yes No

If yes, please provide flood plain information. _____

CONTRACTOR INFORMATION

Contractor Name: _____ Contact _____

Street Address _____

City _____ State _____ Zip Code _____

Phone # _____ Cell Phone # _____ Fax # _____

TYPE OF IMPROVEMENT:

- | | | | | |
|---|-------------------------------------|--|---|---|
| <input type="checkbox"/> New Home | <input type="checkbox"/> Addition | <input type="checkbox"/> Alteration | <input type="checkbox"/> Repair/Replacement | <input type="checkbox"/> Moving/Relocation |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Porch/Deck | <input type="checkbox"/> Garage/Shed/Pole Barn | <input type="checkbox"/> Siding | <input type="checkbox"/> Electric Service Upgrade |
| <input type="checkbox"/> Swimming Pool | <input type="checkbox"/> HVAC | <input type="checkbox"/> Fireplace/Wood Stove | <input type="checkbox"/> Gas Line | <input type="checkbox"/> Electric Reconnect |
| <input type="checkbox"/> Other: Specify _____ | | | | |

ADDITIONAL PROJECT INFORMATION

Total Estimated Cost of Construction: \$ _____

Number of bedrooms: _____ Number of Bathrooms: _____

Single Family Home Two Family Home Three Family Home

Is This an Accessory Structure? Yes No

BRIEF DESCRIPTION OF WORK

Signature of Applicant _____

RESIDENTIAL FEE SCHEDULE

SQUARE FEET OF BUILDING OR AREA OF ADDITION/ALTERATION

<i>Living Space, Basement and Attached Garages</i>	
First Floor – Square Footage	
Second Floor – Square Footage	
Basement – Square Footage	
Garage – Square Footage	
Other – Square Footage	
TOTAL SQUARE FOOTAGE	

RESIDENTIAL CONSTRUCTION FEES:

Basic fee: New Homes, Room Additions & Alterations.....	\$25.00	
Plus \$9.10 per 100 Square Feet (Square Footage ÷ 100 x 9.1)		
Fireplace: In New Construction	\$30.00	
Fireplace: Add to Existing House	\$40.00	
Garages/Sheds/Decks	\$60.00	

RESIDENTIAL ELECTRIC FEES:

Basic Fee – New Homes, Room Additions & Alterations.....	\$60.00	
Plus \$1.50 per 100 Square Feet (Square Footage ÷ 100 x 1.5)		
Temporary Electric Service.....	\$25.00	
Electric Reconnect Fee.....	\$25.00	
Electric Service Upgrade.....	\$40.00	
With Additional Wiring	\$70.00	

RESIDENTIAL MECHANICAL FEES (Not charged for new construction):

Basic Fee	\$20.00	
Addition or Replacement of Unit.....	\$10.00 each	
Wood Burning or Coal Burning Stove.....	\$20.00 each	
Gas line inspection	\$30.00	

OTHER PERMITS

Siding	\$25.00	
Swimming Pool (Above-Ground)	\$50.00	
Swimming Pool (In-Ground)	\$75.00	
Other Construction (Please Specify).....	\$25.00 each	
Zoning and Site Review for Manufactured Homes.....	\$25.00	

FEE SUBTOTAL		
Add 1% for State of Ohio Board of Building Standards Fee	+	
TOTAL PERMIT FEES		

Mobile Homes/Manufactured Homes must go through a third party for permitting and inspections. Please contact Ohio Manufactured Homes Commission’s website at www.omhc.ohio.gov or by phone at (614)734-8454.

Unattached accessory buildings of less than 200 square feet require no permit.

ALL FEES ARE DUE AT THE TIME OF APPLICATION
Payment accepted by check, money order, or exact cash only.
Checks may be made payable to: City of Wilmington

REQUIRED INSPECTIONS

FOOTER: Made after excavation is completed and crumbed out, forms are set, or footer is staked, and any rebar required is placed. Lot line markers will also be checked.

FOUNDATION/SLAB: Made after excavation, forms, gravel, required mesh, rebar, plumbing, and vapor barrier are in place. Perimeter drains, damp-proofing or waterproofing shall be completed and inspected prior to backfilling.

ROUGH ELECTRICAL/MECHANICAL: Made prior to covering or concealment, all boxes and wiring completed, grounding in boxes completed, ductwork completed and prior to or along with framing inspection.

ROUGH FRAMING/MASONRY: Made after roof, masonry, all framing, fire stopping, draft-stopping, and bracing are in place, and previous inspections are completed.

INSULATION/VAPOR BARRIER: Made after insulation and vapor barrier are installed. If you are installing blown-in insulation in the attic, it will be inspected with structural final inspection.

DRYWALL: Made after all drywall is hung, but before it is taped or finished.

FINAL ELECTRIC/MECHANICAL: Made after fixtures and devices are in place, HVAC installation is completed, and everything is operational.

OTHER INSPECTIONS: In addition to the called inspections above, the Building Official may make or require any other inspections or special inspections to ascertain compliance with Codes and other requirements enforced by the Building Official.

FINAL INSPECTION: Made after all exterior and interior work is completed, including electric and HVAC, and building is ready for use and occupancy.

REINSPECTION: If the work to be inspected is not completed or ready at the requested date or by the arrival of the inspector or the building does not comply with the code and another inspection is required, then a reinspection fee of \$25.00 may be assessed. This must be paid prior to the reinspection or any further inspections.

**INSPECTIONS SHOULD BE SCHEDULED THROUGH THE CITY OF WILMINGTON
BUILDING DEPARTMENT AT (937)382-5134.**

**INSPECTIONS SCHEDULED AFTER 9 A.M. ON THE DAY OF INSPECTION MAY BE
DELAYED UNTIL THE FOLLOWING WORKING DAY.**

**FOR THE BEST RESULTS, PLEASE CALL THE DAY BEFORE YOU WANT THE
INSPECTION.**