

**Checklist for 1, 2 or 3 Family Dwellings  
per the 2013 Residential Code of Ohio**

**Basic Submittal Criteria**

**Completed Application**

Provide the Legal Address, Parcel ID# (visit AREIS), full contact information, including the email address for the owner, applicant, person who prepared the plans, general contractor, and complete the building area summary on the back of the application.

**Submittal Documents:**

Provide two sets of bound blue-line or black-line documents. If the plans include an alternate engineered design, provide sealed documents and any necessary supporting information

**Site Plan:**

Provide two sets of site plans that denote all setbacks, easements, floodplains, property lines, distances to all property lines and other buildings on the same lot.

**Foundation Plan:**

Dimensioned plan view of the foundation system including all anchors and hold downs. Provide details and sections necessary to denote size, materials, reinforcement, etc.

**Floor Plan:**

Provide a complete floor plan with all dimensions, window and door schedules and all room uses labeled. Show all fire rated separations and all fixture locations as applicable.

**Framing Plan:**

Plan view of all structural components: beams, trusses, headers, etc. Specify the size, spacing, species, and grade of all framing materials (i.e. 2x8 SPF #2 @ 16" o.c.) Specify the size, species and method of connection for all built-up beams (i.e. 3-ply 2x10 SYP #1 two rows of 10d nails staggered at 12" o.c.). Provide a labeled truss layout (if applicable). Stud wall size and on center spacing. Denote all braced wall locations and associated hold downs (RCO Section 602.10).

**Section Views:**

Show heights of ceiling and framing members. Specify the insulation R-values in coordination with Energy Conservation compliance method. Label all framing members and show all connection details.

**Elevation Views:**

Show all sides of the structure.

**Energy Conservation Compliance:**

Specify which method of compliance has been selected (2009 IECC, RCO Chapter 11, REScheck, etc.). If REScheck has been selected, provide one signed copy of the complete REScheck printout ([www.energycodes.gov](http://www.energycodes.gov)) and ensure that it matches the submitted plans.

**Special Inspection Certificates:**

Concrete >2500 psi, field welding, High-strength bolts, etc., as necessary

**Mechanical, Plumbing & Electrical Plans: \***

Provide complete mechanical, plumbing and electrical plans to verify compliance with RCO Chapters 12-34.

\*In lieu of submitting Mechanical, Plumbing and/or Electrical plans, the applicant is permitted to submit a fully detailed and completed Lucas County Mechanical Systems Description Form.

ITEMS SUBMITTED	
	Completed application
	2 sets of construction documents
	Signed REScheck
	2 sets of sealed truss design drawings
	Special Inspection Certificate
	Mechanical Systems Description Form
	Project manual (if provided)
	Soils Report (as necessary)
	Structural Calculations (as necessary)
	Zoning Approval
	Water/Sewer or Well/Septic receipt
	Flood plain approval (as necessary)

Applicant's signature

Date

Staff initials

Date

## **ZONING JURISDICTIONS**

### **City of Sylvania**

6730 Monroe St.  
Sylvania, OH 43560  
419-885-8948

Website: [www.cityofsylvania.com](http://www.cityofsylvania.com)

### **Harding Township**

430 N. Berkey-Southern Rd.  
Swanton, OH 43558  
419-825-3852

Website: <http://www.hardingtwp.net/>

### **Jerusalem Township**

9501 Jerusalem Rd.  
Curtice, OH 43412  
419-836-4510

Website: <http://twp.jerusalem.oh.us/zoning/>

### **Monclova Township**

4335 Albon Rd.  
Monclova, OH 43542  
419-865-7857

Website: <http://monclovatwp.org/>

### **Ottawa Hills**

2125 Richards Rd.  
Toledo, OH 43606  
419-536-1111

Website: <http://ottawahills.org/>

### **Providence Township**

13257 Perry Rd.  
Grand Rapids, OH 43522  
419-877-0156

Website: <http://providencetwp.org/>

### **Richfield Township**

3951 Washburn Rd.  
Berkey, OH 43504  
419-829-4291

Website: <http://www.richfieldtwp.com/>

### **Spencer Township**

630 N. Meilke  
Holland, OH 43528  
419-865-2883

Website: <http://spencertownship.org/>

### **Springfield Township**

7617 Angola Rd.  
Holland, OH 43528  
419-865-0239 Ext. 119

Website: [www.springfieldtownship.net](http://www.springfieldtownship.net)

### **Sylvania Township**

4927 Holland-Sylvania Rd.  
Sylvania, OH 43560  
419-885-5276

Website: <http://sylvaniatownship.com/>

### **Swanton Township**

13410 Airport Highway  
Swanton, OH 43558  
419-826-9730

Website: [www.swantontwp.org/](http://www.swantontwp.org/)

### **Washington Township**

5714 Blessing Dr.  
Toledo, OH 43612  
419-726-6621

Website: <http://washington-twp.com/>

### **Waterville Township**

621 Farnsworth Rd.  
Waterville, OH 43566  
419-877-0156

Website: [www.watervilletownship.com/](http://www.watervilletownship.com/)

### **Village of Berkey**

5735 N. Berkey-Southern Rd.  
Berkey, OH 43504  
419-829-3810

### **Village of Waterville**

25 N. Second St.  
Waterville, OH 43566  
419-878-8132

Website: <http://waterville.org/>

## **WATER DEPARTMENTS**

### **Lucas County Sanitary Engineer**

1111 S. McCord Rd.  
Holland, OH 43528  
419-213-2926

<http://www.co.lucas.oh.us/>

### **Lucas County Health Department**

635 N. Erie St.  
Toledo, OH 43604  
419-213-4100 Ext.3

<http://www.lucascountyhealth.com/>