Residential Permits

The Lucas County Building Regulations Department maintains legal jurisdiction for all residential construction within the boundaries of the county, except for projects within the corporation limits of the City of Maumee, City of Oregon, City of Toledo, Village of Berkey and the Village of Whitehouse.

All residential construction projects within the jurisdiction shall obtain a building permit prior to the start of work.

The information that follows is designed to provide homeowners and contractors with an overview of the basic requirements and documentation necessary to obtain a building permit and to help expedite the ultimate completion and approval of your building project.

WHEN REQUIRED

Building permits are required for all structures greater than 200 square feet in size. When applying for a residential building permit, the applicant will need to provide the following documentation:

- Zoning Approval
- Water and Sewer Approvals
- Legal Description
- Construction Documents (2 sets- including site plans)
- Application Form

ZONING APPROVAL

Zoning approval must be obtained from your local zoning office prior to the commencement of any new construction, building additions or renovations. Contact the local zoning office of the project location for further information regarding specific zoning requirements.

ZONING OFFICES

Harding Township 419-826-7414	Sylvania Township 419-885-5276
Jerusalem Township 419-836-4510	City of Sylvania 419-885-8946
Monclova Township 419-865-7857	Washington Township 419-726-6621
Providence Township 419-875-5402	Waterville Township 419-877-0156
Richfield Township 419-829-7028	Village of Waterville 419-878-8107
Spencer Township 419-865-2883	Village of Holland 419-865-7104
Springfield Township 419-865-0239	Village of Harbor View 419-698-9161
Swanton Township 419-825-3557	Village of Ottawa Hills 419-536-1111

Each zoning office will issue a Certificate of Zoning Approval or a letter that states that zoning approval is not required for each construction project within the individual zoning district.

WATER AND SEWER APPROVALS:

If the property on which construction (whether new, addition or renovation) is to be commenced has a well or septic system, then prior approval for construction must be obtained from the Toledo-Lucas County Health Department. A pink copy of the approval issued by the Board of Health must be submitted to the Lucas County Building Regulations Department with the permit application.

OR

If the property has access to municipal water and sewer systems and is of new construction, then water connection and sewer tap approvals are required to be obtained through the Lucas County Sanitary Engineer's Office.

OR

If the property has access to City of Toledo water lines, then water connection approval must be obtained from the City of Toledo Central Permit Center.

OR

If the property is within the corporation limits of the City of Sylvania and utilizes Sylvania water and sewer systems, then no further documentation is required to be submitted.

LEGAL DESCRIPTION

A copy of the legal description of the property to be built upon must accompany the building permit application. The legal description of the property, including the Tax Parcel I.D. #, may be obtained from a property tax bill, the recorded deed to the property, or through the Lucas County Auditor's ARIES System.

SITE GRADING PLAN REQUIREMENTS

The plans submitted shall include the following, but not be limited to:

1. Proposed building locations and drives, topography on the site including adjacent parcel elevations.

2. Existing and proposed grades including grades of abutting properties and proposed building foundation elevations. The grading plan must be based on Lucas County datum. If the building is placed in a flood hazard area, the building elevation must be referenced to NGVD datum as shown on the appropriate FIRM map.

3. Existing and proposed drainage for site. The plan must address how roadside drainage will be provided and whether a driveway culvert will be necessary.

4. All proposed drives shall slope away from the County or Township road pavement (unless the pavement is curbed).

5. The approved grading and drainage plan may not be changed without the authorization of the Lucas County Engineer's Office.

6. A permit is required from the Lucas County Engineer's Office for work within the public right of way.

7. Provide a site location map referencing the lot to the nearest intersection; the property address; the owner's name, address and telephone number.

8. Buildings with approved subdivision grading plans or approved site grading plans shall follow said plan. Any variation of said plan shall be approved by the Lucas County Engineer's Office prior to commencing work.

NOTE: The County Engineer shall review plans only for properties located in the unincorporated portions of the County. For properties located in the Villages of Holland, Ottawa Hills, Waterville and the City of Sylvania, please submit grading plans to the respective Service Director.

FEES

Fees for building permits are calculated based upon the square footage of the project. The fee amount must be paid at the time of application. A full schedule of fees may be obtained through the Lucas County Building Regulations Department or on this web site under Appendix B of the Lucas County Building Code.

CONSTRUCTION DOCUMENTS

Your plans are one of the most important parts of your application. In order to obtain a thorough review, plans must be submitted in a complete and accurate manner. A plans examiner will review your plans for compliance with all applicable building codes. A plans examiner will customarily be available each weekday between the hours of 8:00 and 11:00 AM to review submissions of projects such as residential additions, alterations, detached garages, etc.

Plans submitted for permit application should include the following:

1. **Site Plan.** The site plan should show overall building dimensions, location of the structure relative to property lines and other structures on the site, driveways and sidewalks. The site plan shall also show the existing drainage flow of the land and the proposed flow of land after construction.

2. **Foundation Plan.** The foundation plan should include information on all footings, foundation walls, floor slabs, and piers. The foundation plan should also include al sizes and dimensions of reinforcing and framing. The following should also be shown: crawl space access and venting, window openings, sump location, foundation drainage system, all material descriptions and appropriate dimensions.

3. **Floor Plans.** The complete floor plan, including plans of full or partial basements, full or partial attics and roof layouts should include at a minimum, all room names, room dimensions, window openings, door sizes and locations, framing details such as joist and rafter sizes and directions, manufactured truss specifications, material descriptions and location of required smoke detectors.

4. **Exterior Elevations.** Exterior elevations should include exterior finish materials, roof slopes, window and door openings, finish grade location, chimney location and height, and an overall picture of what the final construction will look like.

5. **Wall Sections/Details.** Wall sections should include material descriptions, dimensions including ceiling heights, thickness of

materials, framing sizes, location and description of any anchoring devices, reinforcing and bracing. Exterior wall sections should also include details of waterproofing or damproofing, when required.

6. **Energy Code.** Energy Code calculations should be submitted showing documentation that the building envelope meets or exceeds insulation R and U values as prescribed by the International Energy Conservation Code.

7. **System Descriptions.** . Description of the plumbing, mechanical and electrical systems, including: materials, location and type of plumbing fixtures and equipment; materials, and sizes of all ductwork; location and type of heating, ventilation, air conditioning and other mechanical equipment; and all lighting and power equipment.

8. **Additional Information.** . . Additional graphic or text information as may be reasonably required by the residential building official to allow the review of special or extraordinary construction methods or equipment.

Plans must be submitted with two (2) sets for review. (Site grading drawings shall be submitted in 3 sets). Upon approval, the Building Regulations Department will retain one set of plans, while the second set of plans must be kept at the construction site for use by the County Inspectors. **Approved plans must be on site for all inspections.**

APPLICATION FORM

A permit application form will be required to be completed at the time plans are submitted for review. The applicant will need the following information to complete the form:

- Project Street Address
- Legal Description
- Name of Property Owner
- Owner's Address and Telephone Number
- Name of the Builder or General Contractor
- Builder's Address and Telephone Number
- Name of the Architect/Engineer/Designer
- Architect/Engineer/Designer's Address and Telephone Number
- Type of Work (New, Addition, Alteration or Renovation)
- Description of Work, including mechanical systems
- Overall Structure Dimensions
- Floor Area, in square feet (Basement, 1st Floor, 2nd Floor, Garage, Covered Porch or Deck, etc.)
- Construction Value
- Owner or Owner's Representative Signature

ADDITIONAL PERMITS

Separate permits and applications must be obtained for any of the following work:

Electrical Work

Plumbing Work

Heating and Air Conditioning Work

A contractor licensed by the state of Ohio and registered to work by the Lucas County Building Regulations Department *must* perform all electrical, plumbing, and heating and air-conditioning work not being performed by the homeowner.

OTHER OFFICES

Lucas County Auditor
One Government Center, Suite 470
Toledo, Ohio 43604-2255
Tel. 419-213-4420

Office of the County Engineer
One Government Center, Suite 870
Toledo, Ohio 43604-2258
Tel. 419-213-4540

Lucas County Sanitary Engineer
1111 South McCord Road
Holland, Ohio 43528-9596
Tel. 419-213-2926

Toledo-Lucas County Health Department
635 North Erie Street
Toledo, Ohio 43624-1317
Tel. 419-213-4100

City of Toledo Central Permit Center
One Government Center, Suite 1600
Toledo, Ohio 43604
Tel. 419-245-1220