



**HURON TOWNSHIP  
BOARD OF TRUSTEES**

1820 BOGART RD. • HURON, OHIO 44839  
(419) 433-2755

**TRUSTEES**

Robert C. Boos  
Edward J. Enderle  
Gordon B. Hahn

**FISCAL OFFICER**

Cathy A. Myers

**BUILDING OFFICIAL**

John A. Zimmerman

**HURON TOWNSHIP  
RESIDENTIAL CONSTRUCTION  
PROCEDURES**

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Revised: 04/17

**HURON TOWNSHIP  
BUILDING DEPARTMENT  
RESIDENTIAL**

The following is the procedure being used when applying for a building permit for a residential project within the Huron Township Building Department jurisdiction. (Huron Twp., City of Huron, Milan Village, Margaretta Twp., Berlin Village, Oxford Twp., Castalia Village, and Bay View.) This procedure outlines your responsibility and the Building Department's timetable for the issuance of your permit.

The procedure is as follows:

1. The applicant shall secure the building/electrical permit application at the Building Department Office, 1820 Bogart Road, Huron, Ohio, ---(419) 433-2755 or through your Zoning Inspector. The permit application shall be returned to the office either personally or by mail. You are required to apply for your plumbing permit from the Erie County Health Department, Sandusky, Ohio.
2. All applicable questions on the permit must be answered fully and all required information must be submitted. If you find a question that is confusing or you don't know how to answer, please contact the Building Dept. office for assistance.
3. Your permit application will be reviewed by the Department within FIVE (5) work days from our receipt of the completed application. If there are questions, a problem is found with your application, or all the required information is not submitted as required, you will be contacted within this FIVE (5) day review period. If there is no problem with your completed application, the permit will be issued within SEVEN (7) days of the date it was received.
4. After your permit is issued, there are a number of "benchmarks" or important inspections required by the Department. These can be found on the "Required Inspections" section of this application packet. It is ultimately the owner's responsibility to assure that these inspections are performed.
5. If your project is within Huron Township, pay particular attention to the section of the application that asks about the driveway or street opening. Before any work is done in the right-of-way, you are required to secure a "street opening" permit from the applicable jurisdiction. Also, you are responsible for your mailbox. It must be installed using a "breakaway" design.
6. If, at any time during this procedure, you have a question or a problem arises, do not hesitate to contact this office at the above phone numbers.

**KEEP THIS PAGE FOR YOUR REFERENCE**

**HURON TOWNSHIP  
BUILDING DEPARTMENT  
REQUIRED INSPECTIONS**

The following inspections are required by the Building Department. It is ultimately the owner's responsibility to notify the Department when the structure or work is ready for inspection however, this notification will usually come from the contractor. The phone number of the Building Department is (419) 433-2755 and it is open from 7:30 AM – 3:30 PM on regular workdays. When you contact the Department for an inspection, it will be conducted as quickly as possible, depending on both yours and the Inspector's schedule.

The inspections are as follows:

- #1) Footers - after the excavation is prepared and the footers are formed but before they are poured.
- #2) Foundations - as the foundation wall is being constructed.
- #3) Framing - Before insulation and drywall while the walls are open and while all structural members can be examined.
- #4) Final - before the residence is occupied and after all aspects of the project are complete, including but not limited to; all plumbing and electrical is completed, all smoke detectors are in place and operable, and sump pumps and other storm drainage is properly connected to the storm sewer system and/or yard drains. (Storm water must not be disposed of in the sanitary sewer system).

In addition to the above inspections, the Township requires electrical inspections (rough-in and final inspections) Final inspections are done at the time of the occupancy inspection by Building Department personnel. You are required to notify the inspectors and schedule inspections using the following numbers:

Electrical --- Steve Ritzenthaler (419) 357-1006  
or  
Ron Tussing (419) 668-7688

If you have any questions, please contact the Building Department at the above phone number.

**\*\*\*If any type of street opening is planned in a Huron Township street right-of-way, a street opening permit is required. (This includes driveways) This permit is secured from the Building Department if the work is being done in Huron Township. For work done in the City of Huron, Bay View, Village of Berlin Heights, Margareta Twp., the Village of Milan, Oxford Twp., or Castalia Village, the permit must be secured from the zoning authority before the work is started. Should you fail to secure the required permit, the appropriate jurisdiction (Township/City/Village) could require removal of materials to the point that an inspection can be completed.**

**HURON TOWNSHIP  
RESIDENTIAL  
BUILDING PERMIT APPLICATION**

Jurisdiction: Huron Twp.  Huron City  Milan Village  Berlin Village  Margaretta Twp.   
Oxford Twp.  Castalia Village  Bay View

**Property Owner:**

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_

**Contractor:**

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_

**Location of Project**

Street Address: \_\_\_\_\_

Lot #: \_\_\_\_\_

Parcel #: \_\_\_\_\_

**Project Description:**

Addition/Remodeling

Renovation

Other

Building Use: Residence

Single Family

Two Family

Three Family

Detached Accessory Building  Other: \_\_\_\_\_

Area of Project: \_\_\_\_\_ sq. ft. (round up to the next 100 sq. ft.)

**ZONING**

**If the project is in any jurisdiction, (other than Huron Township), an approved zoning certificate must accompany this application.**

**Has the zoning certificate been issued by the appropriate jurisdiction and is it attached to this application?**      YES       NO

**Huron Township Projects Only:**

**Setbacks:** (Required for all new structures and additions)

Front Yard: \_\_\_\_\_ ft. (for new structures only)

Front yards of adjoining structures: right \_\_\_\_\_ ft. left \_\_\_\_\_ ft.

Side Yards: right \_\_\_\_\_ ft. left \_\_\_\_\_ ft.

Rear Yard: \_\_\_\_\_ ft.

**(All of the above measurements shall be from the property line)**

Overall height of the proposed structure: \_\_\_\_\_ ft from final grade

## HURON TWP. BLDG. APPLICATION (#2)

The project is non-structural and does not involve increasing the footprint of the building

**Flood Zone** of the Subject Property:

Is the property located within a FEMA designated Flood Zone? YES  NO

If the subject property is in an area designated as a Flood Zone, a Flood Elevation Certificate must accompany this permit application.

### What permits are being applied for:

Structural  Electrical  Temporary Electric

Value of the Work being Done:(excluding the lot) \$ \_\_\_\_\_  
(round to the next \$1,000)

For all jurisdictions, a complete set of plans, specifications, and a site plan must accompany this application. It is not necessary to submit complete electrical and plumbing plans.

### CONSTRUCTION DETAILS:

#### FOOTERS

Size of Footers: \_\_\_\_\_" x \_\_\_\_\_"      Depth of footers below final grade: \_\_\_\_\_"  
Reinforcing bars:    yes       no

#### FOUNDATION WALL

Block       size of block \_\_\_\_\_"  
Reinforcing       #4  #5  #6  bars \_\_\_\_\_" o/c  
No Reinforcing       Explain: \_\_\_\_\_

Wall Height \_\_\_\_\_ inches

Poured Concrete       thickness of wall: \_\_\_\_\_"  
Reinforcing Bars  #4  #5  #6   
every \_\_\_\_\_"  
No Reinforcing  Explain: \_\_\_\_\_

Anchor Bolts: (required 6" on center and within 12" of corners)

Does anchor bolt installation meets or exceed Code:    yes       no

Depth of unbalanced fill\* against the foundation wall: \_\_\_\_\_ inches  
\*(difference of the height of the interior floor and exterior grade)

#### GENERAL FRAMING

Are all the floor supports (beams and columns) properly secured to avoid displacement?    Yes       No

#### Floor System:

1<sup>st</sup> Floor

Joist Dimension: \_\_\_\_\_" x \_\_\_\_\_"      \_\_\_\_\_" on center      Longest clear span of joist: \_\_\_\_\_ feet

Joist Hangers    yes       no  (if no, explain how the joist is secured: \_\_\_\_\_)

Deck Material: \_\_\_\_\_

**HURON TWP. BLDG APPLICATION (#3)**

**2<sup>ND</sup> Floor:**

Joist Dimension: \_\_\_\_\_" x \_\_\_\_\_" \_\_\_\_\_" on center    Longest clear span of joist: \_\_\_\_\_ feet

Joist Hangers    yes     no  (if no, explain how the joist is secured: \_\_\_\_\_)

Deck Material: \_\_\_\_\_

**Walls:**

Framing Lumber Dimension \_\_\_\_\_" x \_\_\_\_\_" \_\_\_\_\_" on center

Exterior Sheathing: \_\_\_\_\_

**Truss/Rafters:**

Dimension: \_\_\_\_\_" x \_\_\_\_\_" \_\_\_\_\_" on center

Site built     Pre-Built  (Requires Manufacturers Spec sheet)

Truss Ties Required

**Roof:**

Deck Material: \_\_\_\_\_

Ice Guard Required

Shingles: \_\_\_\_\_

\*\*\*\*\*

If any changes or renovation is to be done to the electrical system, the following must be completed:

**ELECTRICAL (Current NEC Edition)**

Entrance Panel Size \_\_\_\_\_ amp.

Service    Overhead    Underground

**\*All receptacles are required to be tamper resistant**

**\*All outside receptacles are required to be weather resistant**

**\*Ground fault interrupters required in all "wet" locations**

If any changes or renovation is to be done to the HVAC system, the following must be completed:

**HVAC**

Fuel Type:

Natural Gas    Electric    LPG    Other \_\_\_\_\_

Heating/Air Conditioning:

Forced Air Furnace    Radiant Baseboard    Heat Pump

Boiler    Central Air    Seer Rating 11 12 13 14 15 16

Furnace Rating \_\_\_\_\_%

**HURON TWP. BLDG. APPLICATION (#4)**

Complete applicable sections of the following Life-Safety section:

**Life Safety:**

1. Are "hardwired" smoke detectors installed in each sleeping room, in the immediate vicinity of each sleeping area and on each floor including the basement.  
yes            no
  
2. Does at least one window in each sleeping area meet the following minimums:
  - a. sill height less than 44" from the floor
  - b. at least 5.7 square feet of openable area on the 2<sup>nd</sup> floor and at least 5.0 square feet of openable area on the 1<sup>st</sup> floor.
  - c. Minimum clear dimensions of:  
Minimum opening width 22"  
Minimum opening height 24"  
Operable from the inside of the room without keys or tools  
yes            no
  
3. Will all enclosed accessible areas under stairways be covered with at least one (1) layer of ½" drywall?            yes            no
  
4. If there is an attached garage, is it completely separated from the residence with at least one (1) layer of ½" drywall and are all communicating doors rated for at least ½ hour?            yes            no
  
5. Is there a driveway opening, mailbox, or any other type of opening planned for the right-of- way area.    yes            no    **--CUTTING OF THE CURB IS ONLY PERMITTED WITH THE PROPER PERMIT FROM APPLICABLE JURISDICTION**

**Completely explain each "no" answer in the LIFE SAFETY section.**

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**HURON TWP. BLDG. APPLICATION (#5)**

**Contractor Registration:**

**Each contractor/sub-contractor doing work in Huron Township, the Village of Milan, or Milan Township is required to be registered with Huron Township under their specific trade or as a General Contractor**

**Please give a complete list of all Sub-Contractors for this project:**

**Each Sub-contractor must register with Huron Township**

NAME	ADDRESS	PHONE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\*\*\*\*\*  
\*\*\*\*\*  
**DO NOT WRITE BELOW THIS LINE**  
\*\*\*\*\*

**Zoning: (Appropriate Zoning Inspector)**

Approved \_\_\_\_\_ Denied \_\_\_\_\_  
Zoning Inspector/Jurisdiction: \_\_\_\_\_  
Date: \_\_\_\_\_

**Building:**

Date of Submittal \_\_\_\_\_  
Site Plan Submitted    yes        no  
Plans Submitted        yes        no  
Received by: \_\_\_\_\_

Plans Approved by: \_\_\_\_\_  
Permit Number \_\_\_\_\_  
Date: \_\_\_\_\_