

**HURON TOWNSHIP
RESIDENTIAL CONSTRUCTION
PROCEDURES**

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Revised: 10/22

**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., Bay View Village, Berlin Village, Castalia Village, City of Huron, Groton Twp., Milan Village, Margaretta Twp., Oxford Twp.) 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, tboos@hurontwp.org, www.hurontwp.org, or call (419) 433-2755. 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.
4. **After your permit is issued, there are several "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.
7. This application requires TWO (2) complete sets of plans. **These are listed in the 2019 Ohio Residential Code, Section 106.** This includes but not limited to; index, all fire ratings, site plan, Flood Plan information (if located in a flood zone), any accessibility plan, floor plans (showing door swing, basements, crawl space, ramps, windows, shafts, room size), Exterior wall envelope, completed cross-sections, structure details, plumbing, electrical and mechanical layout

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 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 7:00 AM – 3:00 PM Monday thru Friday. When you contact the Department for an inspection, we have four days to inspect the work.

The inspections are as follows: Section 108 of the 2019 O.R.C.

1. Footers after the excavation is prepared and the footers are formed but before they are poured. For this inspection all permanent lot line markers are required
2. Foundations the foundation wall is being constructed all required reinforcing steel is in place.
3. Concrete Slab and Under-floor inspection - After in-slab and under-floor reinforcing steel and building service equipment is in place.
4. Framing/HVAC - Before insulation/drywall while the walls are open and after electrical and plumbing has been approved.
5. Lowest Floor Elevation - Elevation certification required in Section 322 shall be submitted
6. Fire-resistant penetrations - Protection of joint and penetrations in fire-resistant-rated assemblies shall not be concealed from view until inspected and approved
7. Energy efficiency inspections - Compliance with Chapter 11 - Such as but not limited to, R-values and U-values, Duct system R value, caulking/sealing of opening, and water heater equipment efficiency.
8. Testing of building service equipment - Inspection of all building service equipment to ensure that it has been installed. Includes but not limited to, mechanical heating and ventilating systems, mechanical exhaust systems, fire protection systems, and electrical systems, including Blower Door and Ductwork Blast Tests.
9. Other inspections any other inspections required by the Building Official to assure compliance.
10. Compliance / Final Occupancy - 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 discharged. (Storm water must not be disposed of in the sanitary sewer system). Blower door test submitted to the Bldg department.

In addition, electrical inspections including but not limited to temporary, underground, rough-in service and final inspections. **Calling an inspector without a permit will cause a 200% penalty to be enacted.**

Electrical Inspectors: Greg Capucini 419-656-3108
Steve Ritzenthaler 419 357-1006
Ron Tussing (419) 706-7658

**HURON TOWNSHIP
BUILDING PERMIT APPLICATION**

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

Property Owner:

Name: _____ E-mail: _____
Address: _____
Telephone Number: (_____) _____

Contractor:

Name: _____ E-mail: _____
Address: _____
Telephone Number: (_____) _____

Location of Project

Street Address: _____
Lot #: _____
Parcel #: _____

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's project only fill in setback questions below:

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

Flood Zone of the Subject Property: A B C D

Must comply with Section 106.2.1 of the 2019 Ohio Residential Code

What permits are being applied for:

Structural Electrical Temporary Electric

Value of the Work being Done:(excluding the lot) \$_____

***For all jurisdictions, two (2) complete sets of plans, including but not limited to, electrical and mechanical, Energy Code Compliance, and a site plan.**

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/feet
*(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:

1st 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: _____

2ND 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 _____%
Duct Size: _____

Complete applicable sections of the following Life-Safety section:

LIFE SAFETY & STORM DRAINAGE CONNECTIONS:

- 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 2nd floor and at least 5.0 square feet of openable area on the 1st 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
- 6. Any connection to the Huron Township storm sewer system can only be done with prior approval of the Huron Township Road Department

Completely explain each “no” answer in the LIFE SAFETY section.

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:

Structural: _____

Name	Address	Phone
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Footer/Foundation: _____

Name	Address	Phone
------	---------	-------

Electrical: _____

Name	Address	Phone
------	---------	-------

HVAC: _____

Name	Address	Phone
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Interior Finishes: _____

Name	Address	Phone
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DO NOT WRITE BELOW THIS LINE

Zoning: (Appropriate Zoning Inspector)

Approved Denied

Zoning Inspector: _____

Date: _____