

Permitting & Inspection Process Guidelines



When is a Permit Required?

The Lima / Allen County Building Department is responsible for enforcing provisions of the Ohio Building Code in Lima, Allen County, Beaverdam, Fort Shawnee, Elida, Harrod and Lafayette and the Residential Code of Ohio in the City of Lima.

WELCOME TO THE LIMA / ALLEN COUNTY BUILDING AND ZONING DEPARTMENT

On these pages you will find general information about:

- Building Permit
- Electrical Permit
- Mechanical Permit and Gas Permit
- Fire Protection System Permit

What we do:

In order to protect the health, safety and welfare of the citizens of our jurisdiction, all construction must meet a series of requirements set forth by specific building codes. This includes new construction, additions to existing structures and remodeling. Both residential and commercial construction must meet these codes, and it is our job to enforce them. For commercial work, the Ohio Building Code (OBC) is the applicable code. For residential work, the Residential Code of Ohio for One, Two & Three Family Dwellings is the applicable code for the City of Lima.

Our office assists customers by providing the following services:

Processing Building Permit applications and payments

Reviewing and approving plans and specifications for construction

Issuing Building Permits along with stamped, approved plans

Providing ongoing inspection of projects until completion and occupancy

Offering guidance and helpful information on how to complete your project

We are always willing to help with any questions or concerns that you may have. Please contact us via phone:

419-221-5243 or email: buildingdept@cityhall.lima.oh.us

Building Permit

A building permit is required by the Ohio Building Code prior to construction, enlargement, alteration, repair, relocation, or change the occupancy of any building or structure from the Lima / Allen County Building Department, except construction of a detached storage shed (of less than 120 square feet), construction of a patio flat on the ground, residential cabinets, backyard recreational play equipment or the installation of gutters. A temporary building permit may be issued at the discretion of the building official.

Electrical Permit

All electrical work requires a permit from the Inspection Services Division, except minor repair work which includes only the following: replacing of switches, sockets, and receptacles; repairing of non-commercial lighting fixtures, repairing of portable electrical equipment and appliances, repairing of heating equipment, air-conditioning units; and refrigeration equipment, unless motors are to be replaced, low voltage wiring, except where it penetrates a fire rated assembly or runs in a non-combustible plenum.

Plumbing

Plumbing Code enforcement and Plumbing Permits are by the Allen County Health Department. For plumbing permit information, contact the Health Department at 419-228-4457.

Mechanical Permit

A permit from the Inspection Services Division is required for the installation, or alteration of boilers; furnaces; air-conditioning systems; ventilation, exhaust or refrigeration systems, and their related components. No permit is required for replacement of furnaces, boilers or HVAC units, unless modifications to ductwork or system operation are necessary.

Fire Protection System Permit

All installation of and changes to fire protection systems such as sprinklers, standpipes, fire alarm, fire mains, kitchen hoods and other suppression systems and components require a permit. Since these permits require shop drawings. Submissions should be made by the owner, designer, and contractor and should be timed to meet deadlines and to schedule the necessary time for review and approval to order and install equipment and to arrange testing and final approval by the Building Department and the local Fire Department. At any time, specific questions are encouraged and can be addressed by the Plans Examiner or the Chief Building Official at 419-228-5462, ext. 5504 or 5503.

Required Inspections

Inspections required for each permit type are listed on the back of the permit, copied below.

Building

- Site Setbacks
- Excavation before pouring concrete
- Foundation / reinforcing before pouring
- Concrete Slab before pouring
- Framing before covering
- Wall and ceiling insulation
- Above ceiling before concealment
- Final before occupancy

Fire Systems

- Sprinkler System
- Material & testing certifications
- Fire Alarm System
- NFPA inspection & testing Certification
- Hood Suppression testing

Electrical

- Service entrance
- Under slab rough-in before pouring concrete
- Wall & ceiling rough-in before covering

Final before occupancy

Mechanical

- Rough-in before covering
- Building services piping
- Kitchen hood
- Final HVAC (all equipment operational)

Plumbing

Contact Allen County Health Department for permit and inspection requirements

Certificate of Occupancy

- After final approval of all trade permits and building permit
- Before use and occupancy of structure or altered area

Other Permits

If above Permits information is not what you are looking for, call the Building Department at (419) 221 – 5243.

Checklist for Submittal of Commercial Plans

New Construction or Addition to Existing Structure (Commercial)

- Minimum page size 18" × 24"
- Three (3) copies of the complete Construction Documents including a site plan, architectural, structural, mechanical, electrical, details and schedules. (Four (4) copies are required if construction documents include Fire Suppression or Fire Protection systems).
- All plans must bear the seal of a Design Professional licensed by the State of Ohio.
- Copy of Zoning Permit or approval from Township Zoning for all building permits outside the city must be submitted prior to permit issuance.
- Certificate of Appropriateness must be submitted prior to permit issuance for all projects located in the Downtown Review District.

Interior Alterations (Commercial)

- Minimum page size 18" × 24"
- Three (3) copies of the complete Construction Documents including architectural, structural, mechanical, electrical and plumbing plans, details and schedules. (Four copies are required if construction documents include Fire Suppression or Fire Protection systems).
- Plans must clearly indicate existing work and work to be modified.
- All plans must bear the seal of a Design Professional licensed by the State of Ohio.

Permit Fees

- A Plan Review fee is assessed at time of submittal, and is calculated by square footage of the addition or altered area or based on a flat fee.
- Building and fire protection permit fees are based on construction costs
- Electrical and HVAC permit fees are based on a flat rate for each device, circuit or component.
- Please free to contact the building department at 419-221-5243 for assistance in calculating fees when completing a permit application if you have questions.

Sprinklers; Hoods; Fire Alarms

- Four (4) sets of drawings with application
- Fire suppression or fire alarm drawings may be sealed by an architect, engineer or designer certified by the State of Ohio. Hood suppression must be UL 300 listed and installed by a certified installer.
- If re-submittal, no need to complete second application

Checklist for Submittal of Residential Plans

New Construction (Residential)

- Minimum page size 18" X 24"
- Three (3) copies of the building plans including:
 - Site plan showing size and location of all existing and proposed structures, including setback distance and side and rear yard distances to property lines
 - Floor plans of each level, including basement, door swings, stairs and ramps, windows, all portions of means of egress and shall be sufficiently dimensioned to describe all relevant space sizes. Spaces must be identified by how each space is intended to be used.
 - Footing width, thickness, and depth, plus cross sections, wall sections all elevations and details, including flashing corner and end details, intersections at roof to adequately describe the exterior wall framing
 - Size, grade, span and spacing of all structural members, including floor, wall, roof framing and size and span of all beams and headers.
 - Complete descriptions of all mechanical and electrical systems, including: materials; location and type of fixtures and equipment; materials and sizes of all ductwork; location of heating, ventilation, air conditioning and other mechanical equipment and all lighting and power equipment.
 - Additional information and plans are required by the Allen County Health Department for plumbing systems.

Addition to Existing Building (Residential)

- Minimum page size 18" X 24"
- Three (3) sets of building plans including mechanical and electrical work. Must contain all information required for new construction (listed above)

Interior Alterations (Residential)

- Minimum page size 18" X 24"
- Three (3) sets of building plans including and mechanical and electrical work. Must contain all information required for new construction (listed above), except site plan for all areas changed or affected by alteration.

Note:

- It is imperative that you have the property owner's (not the tenant) name, address, phone number and written permission to obtain the permit and perform the work.
- Please keep in mind that if you are doing electrical, plumbing, or mechanical work, these permits need to be obtained in addition to the building permit.

William Brown
Chief Building Official

Reference Phone Numbers:

- Lima/ Allen County Building - (419) 221-5243
- Allen County Health Department - (419) 228-4457
- Amanda Township Zoning - (419) 231-1392
- American Township Zoning - (419) 331-8651
- Auglaize Township Zoning - (419) 648-4352
- Bath Township Zoning - (419) 221-1797
- Beaverdam (Not Zoned) - (419) 643-4231
- Elida Zoning- (419) 339-2811
- Fort Shawnee Zoning - (419) 235-2276
- Harrod (Not Zoned) - (419) 996-9108
- Jackson Township Zoning - (419) 649-2883
- Lafayette Zoning - (419) 649-8801
- Marion Township Zoning - (419) 692-8846
- Perry Township Zoning - (419) 225-9780
- Richland Township Zoning - (419) 358-4897
- Shawnee Township Zoning - (419) 991-8706
- Spencer Township Zoning - (419) 647-4157
- Sugar Creek Township Zoning - (419) 642-6060