

FOUNDATION INFORMATION GUIDE

REQUIREMENTS FOR A FOUNDATION BUILDING PERMIT ARE AS FOLLOW:

1. Completed Application.
2. Copy of the Local Zoning, Plumbing, and Septic permit (if applicable) is requested to be submitted prior to the permit release.
3. Two (2) complete sets of Construction Documents are to be submitted at time of application (RCO Section 106.1).

ITEMS REQUIRED IN THE CONSTRUCTION DOCUMENTS:

1. Site Plan (RCO Section 106.1.3 #2) to include:
 - North Arrow indicating direction.
 - All Structure locations and distances on site in relationship to the new structure location.
 - Property lines, distance from property lines to new project.
 - Street name and location.
 - Indicate location of any significant grade changes.
2. Floor Plan (RCO Section 106.1.3 #3).
 - Floor plans must show all relevant information such as access doors, door swings, stairs and ramps, windows, shafts, all portions of the means of egress, etc., and shall be sufficiently dimensioned to describe all relevant space sizes. Wall materials shall be described by cross-hatching (with explanatory key), by notation, or by other clearly understandable method. Spaces must be identified by how each space is intended to be used.
3. Cross Section (RCO Section 106.1.3 #5).
 - Cross sections, wall sections, details including typical connections as required to fully describe the residential building construction showing wall, ceiling, floor. Residential construction documents shall describe the exterior wall envelope in sufficient detail to determine compliance with this code.
4. Drainage (RCO 401.3).
 - Indicate Surface drainage will be graded to drain surface water away from foundation walls. The grade shall fall not fewer than 6 inches within the first 10 feet.
5. Footings (RCO 403).
 - Indicate footing width, thickness, and what it will be used for (**Example: a slab on grade, crawlspace, or basement**) and what it is supporting, 1, 2, or 3 stories above grade (RCO 403.1.1).
 - Indicate frost protection, minimum depth of 40" (RCO 403.1.4.1) (**If Applicable**).
 - Indicate Foundation anchoring type is in accordance with (RCO Section 403.1.6) (**Example: ½" diameter bolts, 7" min embedment, 6' on center, not less than 2 per wall section, when wall is less than 24" 1 min should be installed in the center**).
 - Indicate size, location, and spacing of any column pads that support beams.
6. Foundation Walls (RCO 404).
 - Indicate type and size of all foundation walls (RCO 404.1) (**Example: 8" Poured concrete, 12" Block, 6" Precast, Etc.**).
 - Indicate size and spacing of vertical reinforcement (RCO 404.1.3.2) (**if Applicable**) (**Example: #6 rebar at 40" oc.**).
 - Indicate type and location of any horizontal reinforcement (RCO 404.1.3.2) (**if Applicable**) (**Example: One number 4 bar within 12" of the top of the wall and 1 number 4 bar near third points in the wall story**).
 - Indicate height above finished grade (RCO 404.1.6) (**Example: 6" min**).
 - Indicate height of wall (RCO 404.1).
 - Indicate height of unbalanced backfill (RCO 404.1).
7. Foundation Drainage (RCO 405).
 - Indicate method of foundation drainage (RCO 405.1) (**if applicable**). (**Example: Perforated tile will be installed at the top of the footing. Drain tile will be surrounded with an approved filter membrane. Perforated tile will be placed on not less than 2 inches of washed gravel not less than one sieve size larger than the tile joint perforation and covered with not less than 6 inches of the same material**).

- Indicate where it will discharge (RCO 405.1) **(if applicable)** **(Example: Drainage will discharge by gravity means into an approved drainage system).**
8. Foundation waterproofing and dampproofing (RCO 406)
 - Indicate method of waterproofing or dampproofing **(if applicable)**. **(Example: Exterior masonry walls will be parged and tared).**
 9. Under-Floor Space (RCO 408).
 - Indicate if this is a conditioned or un-conditioned space.
 - If un-conditioned indicate how this space will be vented (RCO 408.1). **(Example: The ground surface will be covered by a 6 mil vapor retarder, and the ventilation openings will be not less than 1 square foot for each 1,500 square feet of under-floor space area).**
 - Indicate size and location of any vents that will be installed **(if applicable)**. **(Example: One ventilating opening will be within 3 feet of each corner of the building).**
 10. Access (RCO 408.4).
 - Indicate how Access will be provided to all under-floor spaces. Include the size, and location. **(Example: Access will be through a perimeter wall and will be not less than 16 inches by 24 inches).**
 11. Concrete floor (RCO 506).
 - Indicate if a concrete floor will be used and how it will be constructed. **(Example: The area within the foundation walls will have all vegetation, top soil and foreign material removed; the fill will be compacted to ensure uniform support of the slab, and except where approved, the fill depths will not exceed 24 inches with clean sand. A 6-mil polyethylene vapor retarder with joints lapped not less than 6 inches will be placed between the concrete slab and the base course).**
 12. Thermal Envelope (RCO 1102).
 - Indicate access doors will be weather-stripped and insulated to a level equivalent to the insulation on the surrounding surfaces. (RCO 1102.2.4) **(if applicable)**.
 13. Basement Walls (RCO 1102.2.9).
 - Indicate walls associated with a conditioned basement will be Insulated from the top of the basement wall down to 10 feet below grade or to the basement floor, whichever is less, and will have an R-Value that complies with Table 1102.1.2 **(if applicable)** **(Example: R-10/13).**
 14. Slab-on grade floors (RCO 1102.2.10).
 - Indicate Slab-on-grade floors with a floor surface less than 12 inches below grade will be insulated in accordance with Table 1102.1.2 and will have an R-Value & depth that complies with table 1102.1.2 **(if applicable)**. **(Example: R-10, 2ft).**
 15. Crawl Space (RCO 1102.2.11).
 - Indicate if the crawl space walls will be insulated in accordance with this section, or if the floor over the crawl space will be insulated and how it will comply to Table 1102.1.2 **(if applicable)** **(Example: R-10/13 walls / or R-30 floor).**



ASHTABULA COUNTY
 BUILDING DEPARTMENT
 25 W. JEFFERSON STREET
 JEFFERSON, OHIO 44047-1092
 P: (440) 576-3737 F: (440) 576-3739
 caellsworth@ashtabulacounty.us

RESIDENTIAL PERMIT APPLICATION

PERMIT NUMBER: _____

DATE OF APPLICATION: _____

OWNER INFORMATION:

NAME: _____
 MAILING ADDRESS: _____
 CITY: _____
 EMAIL: _____
 CELL: _____

GENERAL CONTRACTOR INFORMATION:

NAME: _____
 ADDRESS: _____
 CITY: _____
 PHONE: _____
 CELL: _____

MECHANICAL CONTRACTOR INFORMATION:

NAME: _____
 ADDRESS: _____
 CITY: _____
 PHONE: _____
 CELL: _____

PROJECT INFORMATION:

PROJECT TYPE: _____
 PROJECT ADDRESS: _____
 TWP/VILLAGE/CITY: _____
 PROJECT VALUE: \$ _____
PARCEL NUMBER: _____

IS PROJECT LOCATED IN FLOOD PLAIN Y N
If yes, contact the Floodplain Administrator (440) 576-3737

PERMIT TO BE: PICKED UP MAILED*

PAYMENT TYPE: CASH CHECK # _____

ELECTRICAL CONTRACTOR INFORMATION:

NAME: _____
 ADDRESS: _____
 CITY: _____
 PHONE: _____
 CELL: _____

PROJECT DATA:

BASEMENT AREA (s.f.) _____ TEMPORARY ELECTRIC GENERATOR
 FIRST FLOORS AREA (s.f.) _____ ELECTRIC SPECIAL INSPECTIONS
 SECOND FLOOR AREA (s.f.) _____ BUILDING
 GARAGE FLOOR AREA (s.f.) _____ MECHANICAL
 PORCH/DECK AREA (s.f.) _____ FIREPLACE/WOOD STOVE

REQUIRED OTHER AGENCY APPROVAL REQUIRED PRIOR ISSUING BUILDING PERMIT (If applicable)

ZONING PLUMBING(Health Dept.) SEWER(Health Dept.) SITE PLAN(PROPERTY LAYOUT)

CERTIFICATION: I certify that I am the owner or owner's authorized agent. All information contained in this application is true, accurate and complete to the best of my knowledge. I acknowledge that I am responsible for all fees associated with this submittal. All official correspondence in connection with this application should be emailed or sent to my attention at the address listed above.

 Print Name

 Signature

 Date

NOTE: THE DOCUMENTATION THAT ACCOMPANIES THIS APPLICATION WILL BE REVIEWED FOR CONFORMANCE WITH THE CURRENT EDITION OF THE OHIO RESIDENTIAL CODE ONLY. IT IS THE RESPONSIBILITY OF THE OWNER TO OBTAIN ALL OTHER APPROVALS REQUIRED PRIOR TO THE START OF CONSTRUCTION (I.E. ZONING, PLUMBING, EPA, ETC.).