

BUILDING DEPARTMENT

25 W. Jefferson St.
Jefferson, Ohio 44047
440-576-3737



Where great things happen.

BOARD OF COMMISSIONERS

Casey Kozlowski
J.P. Ducro IV
Kathryn L. Whittington

PREFAB STEEL STRUCTURE INFORMATION GUIDE (Without Electric)

RCO Section 102.10(1) States that Detached Accessory Structures that do not exceed 200 ft² do not require a permit.

REQUIREMENTS FOR A BUILDING PERMIT ARE AS FOLLOW:

1. Copy of the Local Zoning and Plumbing (**if applicable**) is requested to be submitted at the time of Application.
2. Two (2) sets of Construction Documents shall be submitted at time of application. (RCO Section 106.1)

ITEMS REQUIRED IN THE CONSTRUCTION DOCUMENTS:

1. Site Plan (RCO Section 106.1.3) to include:
 - North Arrow indicating direction.
 - All Structure locations on site in relationship to the new structure location.
 - Property lines, distance from property lines to new project.
 - Street name and location.
 - Utility if applicable, type of utility, with location and routing from the source to the finished location on the new accessory structure.
2. Professionally prepared documents from the manufacturer that meet the design criteria required for Ashtabula County. (RCO Section 106.1.1 & Table 301.2(1))
3. Footing information: (OBC Section 1809)
 - Free standing structures $\leq 600\text{ft}^2$ require a minimum footing of 12" x 12". (OBC Section 1809)
 - Free standing structures $> 600\text{ft}^2$ and/or having an eave height of more than 10' require frost protection, minimum depth of 40". (OBC Section 1809)
4. Structure anchoring type needs to be identified per the Manufacturer requirements. (RCO Section 403.1.6)
5. Slab floor details: (**if applicable**) (RCO Section 506)
 - Indicate how thick the concrete will be. (RCO Section 506.1)
 - Describe any fill material and compaction. (RCO Section 506.2.1)
 - Indicate if a 6 mill vapor barrier will be used. (RCO Section 506.2.3)
 - Indicate if reinforcement will be used and how it will be installed. (RCO Section 506.2.4)
 - Indicate floor area for parking vehicles will be of noncombustible materials and sloped to move liquids toward a drain or to the main vehicle entry. (RCO Section 309.1)



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.).

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COUNTY, OHIO

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REFUNDABLE DEPOSIT FORM

AUDITOR USE ONLY

VENDOR NUMBER _____

COMPLETE THIS SECTION FOR REFUND (PLEASE PRINT)

NAME* _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ TAX ID OR SS # _____
FEIN OR LAST FOUR DIGITS OF SS# _____

SIGNATURE BELOW RELEASES AND AUTHORIZES REFUND TO THE PARTY LISTED ABOVE FOR BUILDING PERMIT R-20 _____ (* MUST MATCH CHECK)

SIGNATURE _____ DATE _____

PRINTED NAME _____

BUILDING DEPARTMENT USE ONLY

RATING - DEPARTMENT: 40 - BUILDING

TYPE: REIMB (REFUND/REIMBURSEMENT)

1099 FLAG: NOT APPLICABLE

AMOUNT TO BE REFUNDED _____

REFUND APPROVED BY _____ DATE _____