

# General Permit Process

The Building Department coordinates approval of all new construction, additions, and alterations; facilitates reviews and inspections to confirm compliance with the State of Ohio Building and Fire Codes and the various City of Springdale Land Use Ordinances; and issues Certificates of Occupancy and Certificates of Completion when the work is satisfactorily completed.

## Application Process

The Department has simplified the application process to **ONE Application** for the entire construction project (Building, Mechanical, Electrical, Fire Protection, & Zoning) and most general requests. With the exception of accessory applications (for fire protection systems, signs, etc.), the **ONE [General Application for Permit](#)** will consist of all applicable disciplines of work incorporated into **ONE** set of construction documents. At the completion of plan review process, this complete set of Construction Documents will be reviewed and returned as an Approved Set of Construction Documents.

Initial applicable Fees are determined by staff after the application is submitted and due before the review can be completed. Additional fees are also determined after review is completed and before the Permit can be issued, and then final applicable fees are determined after inspections are completed and before the Certificate can be issued.

The Department has the flexibility to issue Partial Permits for work submitted for approval that complies with the State Codes and City Ordinances.

Applicants can now easily apply for permit approval and check permit and inspection status **ONLINE** using the City's online [Citizen Portal](#); or in person at the City Municipal Building or by mail using a printed copy of the [General Permit Application](#).

Please use the online [Citizen Portal](#) using the "Search Permit Database" module to track the progress of your Application through Review, Inspection and to Completion. The [Online Permit Application Guide](#) can be downloaded from the Supporting Documents section located at the bottom of this webpage. If you need your Contactor Access Code, please contact the Building Department Office at 513-346-5730.

Regardless of the method of submittal, your application will not be considered completed without a **complete set of construction drawings** attached (Structural, Civil, Mechanical,

Electrical, Plumbing, etc. as applicable). Drawings prepared by a registered professional must bear the seal of the registered professional. Drawings are not required for reroofing using asphalt shingles or replacement heating, cooling and mechanical units (where the replacements are like units in the same location as existing equipment), or minor electrical work (service change or minor electrical work).

The electronic versions of the 2024 OBC, OMC, OPC & OEBC are now available on ICC's Ohio eCode Bookshelf: [Ohio Building Codes - ICC Digital Codes \(iccsafe.org\)](https://iccsafe.org).

## Plan Review Process

The Building Department will review the Construction Documents in the order submitted. Only ONE set of Construction Documents is required to be provided for review. Please provide a complete set of Construction Documents (civil, for your project illustrating code compliance in **one PDF file (or multiple coordinated files w/ less than 25 MB)** for review and Approval per OBC/RCO Section 106.1.

**(When Uploading Documents Online, please up load the documents to the Permit and not to the Review.)**

A complete set of Construction Documents includes all civil, building, structural, mechanical, gas, plumbing and electrical work are required before a full Permit can be issued by the Building Department. (Plumbing Permits are obtained from the Hamilton County Public Health for all plumbing work.) The Department has the flexibility to issue Partial Permits for work submitted for approval that complies with the State Codes and City Ordinances.

Separate applications are required for all Fire Protection Systems. Need separate General Construction Permits for all separate buildings/ structures (if applicable). Need separate Sign Permits (if applicable). No new Signs Approved.

**ALSO**, please understand that the Permit issued by the City is NOT CONSIDERED COMPLETE until ALL INSPECTIONS are approved and a CERTIFICATE is issued.

**Use of Equipment or Occupancy of the Space is Not Approved without a Valid Certificate.**

Please use the online [Citizen Portal](#) using the "Search Permit Database" module to track the progress of your Plan Review . The [Online Permit Application Guide](#) can be downloaded from the Supporting Documents section located at the bottom of this webpage. If you need your Contactor Access Code, please contact the Building Department Office at 513-346-5730.

## Inspection Process

Inspections are required to be scheduled the day before the requested inspection date.

Required Inspections for each Permit issued by the Building Department includes the initial list of required inspections. All required Inspections are necessary to complete the Inspection Process before a Certificate of Occupancy or Certificate of Completion can be issued. The Required Inspections are also listed on the

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## Fee Schedule

The Schedule of Fees for the Springdale Building Department became effective on 1/1/2023 and was Approved by City Ordinance No. 40-2022.

**Permit Fees are not required for most improvements to 1, 2 & 3 family properties (which are not Rental Units) and individual condominium units EXCEPT for new dwellings and room additions.**

Permit Fees are subject to a State of Ohio Board of Building Standards surcharge of 1% for Residential and 3% for Non-Residential permits. Permit Fees charged by the City of Springdale for all building, mechanical, electrical and fire protection fees as set forth in the [Fee Schedule](#)

are subject to this an additional surcharge from the State of Ohio Board of Building Standards, imposed by Ohio Revised Code Section 3781.102(f). **This additional fee is sent directly to the State of Ohio Board of Building Standards.**

Applicable Fees are reviewed and posted by staff to the online Application at various stages of the Permit:

1. After our initial review of your submittal,
2. Before the Permit is Issued, and
3. Before the Certificate is issued.

The Applicant is notified when fees are due via email with an attached Invoice describing the applicable fees.

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**Administrative Fees and Penalty Fees are assessed for work started without a Permit, additional plan reviews (after the first review), and/or Reinspection Fees.**

All fees and are payable online or in person.

## Supporting Documents

Online Permit Application Guidelines and Instructions 1.15 MB

Development Fee Schedule 963.48 KB

General Application for Permit 420.11 KB

General Site Plan - Standard Lot 7.54 KB

General Site Plan - Corner Lot 7.73 KB

Residential Deck Guide 3.32 MB

## **General Construction Permits**

[Application Process](#)

[Residential Permits](#)

[Rental Permit Program](#)

[Other Permits](#)