



**County Engineer
Environmental Engineer**
233 W. Sixth Street
Marysville, Ohio 43040
P 937. 645. 3021
F 937. 645. 3161

www.unioncountyohio.gov/engineer

Building Department
233 W. Sixth Street
Marysville, Ohio 43040
P 937. 645. 3018

Marysville Operations Facility
16400 County Home Road
Marysville, Ohio 43040
P 937. 645. 3017
F 937. 645. 3111

Richwood Outpost
190 Beatty Avenue
Richwood, Ohio 43344

Public Service with integrity

Residential Submittal Checklist

(All fees, except plumbing fees, are subject to a 1% charge collected on behalf of the Ohio Board of Building Standards)

SINGLE FAMILY HOMES

- Nonrefundable application & plan review fees (payable to Union County Building Dept) due at time of submittal
- Online application fully completed with correct building site address (application available at <https://unioncountyoh.portal.opengov.com/>)
- Copy of Union County approved address/driveway permit if building site is in unincorporated area
- Two (2) dimensioned site plans
- Copy of zoning permit from the municipality/township
- Copy of septic permit if not on public sewer
- Sewer tap approval from City of Marysville for water/sewer, if applicable
- Complete sets of plans (Based on 2019 Residential Code of Ohio) (see itemized list below)
- Flood Hazard Area Permit, \$100 if applicable

ADDITIONS, ALTERATIONS, DECKS, & ACCESSORY BUILDINGS

- Nonrefundable application & plan review fees (payable to Union County Building Dept) due at time of submittal
- Two (2) dimensioned site plans and building plans*
- Copy of zoning permit from the municipality/township
- Copy of septic permit if bedroom addition
- Health Dept site plan approval if property has septic system and well (AOR)

TWO COMPLETE SETS OF DRAWINGS WITH THE FOLLOWING INFORMATION AS APPLICABLE

- Fully dimensioned plans drawn to a legible scale (See 2019 RCO Section 106)
- Cover sheet with an index for the drawings
- Floor plans with all room designations shown, including basements and crawlspaces
- Exterior elevations (north, south, east and west)
- Provide design criteria and applied loads used for calculations
- Signed IECC (International Energy Code Compliance) indicating 2018 code edition
- Foundation with reinforcing designs per RCO 2019
- HVAC drawings showing duct sizes, materials, heat gain/loss, HVAC equipment locations, type of fuel, efficiency ratings, Manual J & D (or other approved method) if sizing heating and cooling systems (See HVAC submittal form: <http://www.unioncountyohio.gov/Building-Regulation-1>)
- Light and vent schedules
- Manufactured truss layout sheets
- Electrical layout and coded notes to describe outlets (GFCI, AFCI, Weather/Tamper Resistant), lighting, service equipment, smoke detectors etc... Provide 1-line electrical service drawing using the 2023 NEC.
- Gas line drawings detailing lengths, diameter of pipes up to the equipment shut off locations.
- Provide span, sizes and materials for all roofs, walls, floors and foundations with cross sections

* Information for building requirements on accessory buildings, basement finishes, decks and pools at:
<http://www.unioncountyohio.gov/Building-Regulation-1>

9/26/2024