



**County Engineer
Environmental Engineer**
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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
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Richwood Outpost
190 Beatty Avenue
Richwood, Ohio 43344

Public Service with integrity

Residential Building Permit Requirements

In order to obtain a building permit for your project, you will need to complete the following steps:

- Complete the applicable online permit application
- Obtain plan approval
- Obtain zoning approval from applicable township / municipality
- Obtain site plan approval from the Union County Health Department for properties with well and/or septic
- Pay all applicable plan review & permit fees

How to complete the permit application:

- All applications must be completed on our [website portal](#).

What are the applicable plan review and permit fees?

- **Plan Review Fee:** A *nonrefundable* permit application fee and plan review fee will be due at the time of application. Payable to Union County Building Department. A 1% fee will be collected on behalf of Ohio Board of Building Standards to all permit fees.
- **Permit Fees:** Fees will be comprised of any and all applicable trades and based on square footage of the project. Including but not limited to: building, electrical, and mechanical. A 1% fee will be collected on behalf of Ohio Board of Building Standards to all permit fees. *(All fees can be found on our County website)*

How to submit your plans for review

There are currently two methods to submit your plans.

1. Digital submittal – Upload the complete set of drawings to the attachments of your application. Please review the Residential Digital Plan Review Application Checklist located on our [website](#).
2. Traditional submittal - provide two complete and stapled sets of drawings to the permit team.

Please be aware, the digital plan review process will become mandatory on January 1st, 2025.

How to schedule an inspection

There are currently two ways to schedule an inspection:

1. Directly through [OpenGov](#). This allows for a 7 AM cutoff time for same business day inspections.
2. Call our inspection line at 937-645-3019. You will need to know the permit number, address and type of inspection needed. Please note, this method can take two business days for inspection scheduling. If the timing of your inspection is critical, please use the inspection option with Opengov.

Please review our policy for [Time Requests](#) prior to requesting specific appointment times.

9/26/2024