

# **BUILDING APPLICATION SUPPLEMENT 'A'**

## **PLANS AND SUBMITTALS FOR TYPICAL PROJECTS**

VILLAGE OF MARIEMONT, OHIO - BUILDING DEPARTMENT

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### **Building Department Hours**

Office Hours: Monday through Friday 8:30 am – 12:30 pm

All submittals for Zoning and Certificate of Plan Approvals shall contain the following:

1. Application for Zoning and Certificate of Plan Approval (permit application form).
2. Checks for the Application Fee shall be made out to **Village of Mariemont** and paid when the approved Application is picked up. Cash and credit cards cannot be accepted. Contact the Building Commissioner who can calculate the appropriate fee for you. (Please note that projects that are abandoned after approved Application is filed will forfeit the entire permit fee). For applications with a standardized fixed fee, payment is required at the time of application by check only.
3. Three sets of drawings, specifications, manufacturer's catalogue cuts and other documents as required to completely and adequately describing the proposed project. Partial or incomplete submittals will be rejected.
4. All commercial work shall be stamped, signed and sealed by a registered design professional.
5. Residential work that is prepared by a registered design professional shall be stamped, sealed and signed. Note that it is not mandatory for residential work to be so prepared.
6. Contractor's name, address and phone number (note that any contractor doing work in Mariemont for more than 12 days in any calendar year shall pay Village Employment tax).
7. Any contractor meeting the above criteria shall furnish to the Village Tax Office a copy of the "Contractor Questionnaire" included in the Building Department web-site.
8. An estimated cost of the work shall be provided.
9. An estimated schedule to complete the work shall be provided.
10. Please read and understand carefully other Village requirements listed in "Building Application Supplements 'A', 'B' and 'C' that may pertain to your project.

In addition to the above basic requirements, the following shall apply to each type of permit application:

#### **A. ALTERATIONS, ADDITIONS AND ACCESSORY STRUCTURES**

Accurate and dimensioned floor plans, elevations, foundation plans, typical wall sections, material list, site plan showing required setbacks, area calculations of new/remodeled work (from which permit fee is computed), framing member sizes and spacing, drainage plan, adherence to the appropriate codes, tree removal plan and other details necessary to completely and accurately describe the proposed work.

#### **B. DECKS AND PATIOS**

Accurate and dimensioned layout drawings, site plan showing required setbacks, foundation plans, material list, framing member sizes and spacing, railing and step design, typical sections showing attachment to foundations and house, tree removal plan, type of connectors and other details necessary to completely and accurately describe the proposed work.

#### **C. FENCING**

Site plan showing proposed locations, type of fencing material (with "good" side facing abutting property), height and type of foundations for posts is required.

#### **D. DRIVEWAYS AND SIDEWALKS**

Site plan showing proposed location, paving material and drainage provisions is required.

#### **E. REPLACEMENT WINDOWS**

Manufacturer's catalogue cuts shall be submitted. Light and ventilation requirements as well as emergency egress requirements for bedrooms shall meet code compliance.

**F. ROOFING**

Manufacturer's data sheets, type of underlayment and flashing, statement regarding tear-off or over-roof (note that only 2 layers of roofing are permitted) is required.

**G. HVAC**

Manufacturer's capacity rating, location of exterior equipment (note that equipment cannot be placed in any front yard) is required. Applicant is responsible for securing separate application and final inspections for all electrical work through the Inspection Bureau Inc. When new construction is involved, an HVAC Application for Zoning and Certificate of Plan Approval shall also be applied for in addition to the general building Application for Zoning and Certificate of Plan Approval.

**H. TREE REMOVAL**

A Permit accompanied by a Certified Arborist report is required for the removal of any tree in excess of 12" diameter at chest height that is diseased, dying or hazardous or in the way of proposed new construction. No trees not meeting these criteria may be removed.

**I. CERTIFICATE OF OCCUPANCY AND COMPLIANCE (PERMANENT AND TEMPORARY)**

No part of any property that has been constructed new or remodeled shall be occupied until a final inspection has been successfully performed by the Village Building Inspector and a duly-executed Certificate of Occupancy and Compliance has been issued. A Temporary Certificate of Occupancy and Compliance may be issued at the discretion of the Building Inspector if minor items are incomplete and no life safety issues remain unresolved.

Allow 3 business days for the processing of your Application for Zoning and Certificate of Plan Approval. The Building Commissioner will notify you if there are deficiencies that need to be addressed. When the Zoning and Certificate of Plan Approval (permit) is approved, it will be immediately mailed to you.

Please note that Building Department is required to notify the Village Tax Office of all contractors doing work in the Village for the purpose of collecting employment tax for work in excess of 12 days per calendar year. Similarly, the Hamilton County Auditor is notified of the value of all work performed under the Zoning and Certificate of Plan Approval (permit) for the purpose of adjusting property values.