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Building Department Services: Phone Numbers and Locations

Departmental Services Locations in City Hall

| | Number |
|---|----------|
| Administration-Director's Office, City Hall Room 316 | |
| <i>William V. Langevin, R.A., CBO, Director</i> | 352-3262 |
| Receptionist | 352-3260 |
| Administrative Specialist | 352-5349 |
| Financial Services | 352-5322 |
| Computer Services | 352-3482 |
| Fax | 352-1504 |

Permit & Plan Review Division

| | |
|---|----------|
| Room 328 | |
| Board of Building and Housing Appeals | 352-2377 |
| Customer Service Center | 352-3271 |
| Excavation/Fill Review | 352-3313 |
| Plan Examination (Building, Mechanical, Heating & Air Conditioning) | 352-3313 |
| Records of Buildings Permits & Plans | 352-3641 |
| Zoning Information | 352-3273 |

Building Inspection Division Building Construction Inspection Section

| | |
|--|----------|
| Elevators/Room 336 | 352-3270 |
| Plumbing/Room 334 | 352-3280 |
| Heating/Air Conditioning/ Room 334 | 352-3781 |
| Building Construction Inspections/ Room 340 | 352-3267 |
| Housing Inspection Section Room 317 | |
| Demolition Program | 352-3275 |
| Rooming House & Bed and Breakfast | 352-3275 |
| License Inspections | 352-3275 |
| Vacant Building Maintenance License | 352-3275 |
| Housing Complaints | 352-3275 |
| Zoning Complaints | 352-3275 |

What is a building permit?

A Building Permit is a license granting legal permission to construct, enlarge, alter, repair or demolish a structure or equipment such as heating, plumbing, or electrical which is installed in the building. Permission to change the use of a building, to excavate or fill land or develop in the flood plain also requires issuance of a permit.

Why do I need a permit?

City ordinance specifies that a permit be issued when work is to be performed on a structure. The resulting inspection may uncover shoddy work, faulty materials, deviations from the plans, or violations of the code that could result in unsafe or hazardous conditions for you, your family, your employees or the general public. The code also requires an investigation fee equal to and in addition to the regular permit fee when work is done without a permit.



When do I need a permit?

A permit is required for major repairs, alterations, new buildings and additions, most excavation and filling of land, signs, and paved parking areas greater than 800 square feet in area. Minor work such as flat work on grade, painting, wallpapering, and routine maintenance of heating, air conditioning, plumbing or electrical systems typically do not require a permit.

Construction and repairs for 1, 2, and 3 family dwellings are exempt from permit requirements as follows.

- 1) Fences 6 feet or less in height (screen fences in EQ Districts require EQ review)
- 2) Repair and replacement of windows (no increase in opening size)
- 3) Roof coverings (no more than two layers of roofing material)
- 4) Gutters and downspouts (includes valleys, flashings, soffits, fascia and associated trim work)
- 5) Siding
- 6) Flag poles

- 7) Storage sheds not greater than 100 square feet in area, that are no higher than eight feet in average height and located in a rear yard in accordance with the zoning code.
- 8) Play equipment that is not greater than 12 1/2 feet in height that is not enclosed and not provided with electric or heating equipment.

However, when the property or building is locally designated as historic, a Certificate of Appropriateness is required to be obtained from the Urban Conservator (513-352-4890) prior to proceeding with the work.

Questions about when a permit is needed for minor repair to a residence should be addressed to the Housing Inspection Section at (513) 352-3275. For nonresidential buildings, please call the General Building Inspection Section at (513) 352-3267. Separate permits are necessary for plumbing, electrical, fire suppression and alarms, signs, elevators, excavation, filling of land, heating, ventilating, and air conditioning work whether the work is done in conjunction with other work performed under a building permit or not. Permits are also required for relocating or replacing plumbing fixtures or plumbing appliances which are built into the structure, such as dishwashers.

What codes apply?



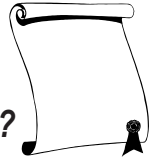
New Construction, Alterations and Changes of Occupancy:

- Ohio Building and Mechanical Codes for all buildings except 1, 2 and 3 family detached dwellings
- Ohio Residential Code for One, Two and Three Family Dwellings
- Cincinnati Building Code for flood plain, excavation and fill, and elevator code regulations
- Ohio Plumbing Code with City exceptions for 1, 2 and 3 family dwellings
- Cincinnati Zoning Code
- Outdoor Advertising Sign Regulations

Existing Buildings:

- Housing Code for all residential buildings
- Hazard Abatement Code for all nonresidential buildings
- Standards for Adoptive Rehabilitation of Historic Buildings and Structures (See Appendix A for complete text)

Are there any related certificates and licenses?



Certificate of Occupancy: When the occupancy type of a building is changed or when an addition or new building is completed, a Certificate of Occupancy must be obtained before the structure can legally be occupied. A Certificate of Occupancy is required for all alterations except those in 1, 2 or 3 family dwellings which do not create new habitable space, e.g.; finishing a basement.

Certificate of Inspection: A property owner or his agent may apply for a Certificate of Inspection. This is sometimes done at the request of a potential buyer. A special inspection of the property is made, and the results are recorded on the Certificate of Inspection. The certificate will either state that at the time of the inspection the property was in substantial compliance with the Building and Zoning Codes for its current use, or a list of the major violations will appear on the certificate. Major violations become orders after 60 days from the issuance of the Certificate of Inspection.

Elevator Certificates: A Certificate of Inspection and Operation is required before an elevator, escalator, dumbwaiter, hoist or other lifting/lowering device can be operated. When a permit is closed for the installation, construction or alteration of one of these devices, a certificate is issued. Semiannual or annual inspections are required for these devices, and the resulting Certificate of Inspection and Operation must be posted in a conspicuous location.

Plumbing Registration and Licenses:

In order to obtain either a journeyman license or be registered as a licensed plumbing contractor, the candidate must present a certificate from the Board of Examiners of Plumbers or a plumbing contractor's certificate issued by the Ohio Construction Industry Examining Board and pay the prescribed fee. Plumbing registrations/licenses must be renewed annually. Failure to do so requires reexamination by the Board and payment of the licensing fees.

Registration as a licensed plumbing contractor is required to obtain a plumbing permit. The only exception is that the owner of a single family residence may secure a permit to perform the plumbing in his/her home.



Other Licenses: Except for plumbing permits, the Department of Buildings and Inspections does not require any applicant applying for a permit to be bonded or licensed. However, the installation of fire protection equipment such as fire alarms, sprinklers, smoke detection systems or standpipes must be performed by a company certified by the State of Ohio Fire Marshall. Concrete work performed in the City right-of-way must be done by a contractor licensed by the Department of Transportation and Engineering, Division of Technical Support, (513) 352-3463. For information on other licenses, contact the department or agency as listed under "Other Departments You May Contact."

When are plans required?

A complete description of information to be submitted on the plans is specified in Section 1101-21 of the Cincinnati Building Code and Section 4101: 2-1-19 of the Ohio Basic Building Code. (See the checklists at the end of this pamphlet for a summary of these requirements.) Generally, plans and specifications are required for any new building, addition or alteration to an existing building. All plans should be in sufficient detail to show the dimensions of the project, type and size of materials to be used, location of property lines and ground elevations.

Following is a list of some typical projects and the required set of plans for each:

New Buildings

- 4 sets of plans
- 4 sets of surveys with legible stamp of registered surveyor
- 1 energy report form*

Additions

- 4 sets of plans
- 4 sets of site plans
- 1 energy report form*

Alterations (decks, signs, awnings, walls, flagpoles, fences, sheds, haunted houses, interior demolitions, etc.)*

- 3 sets of plans
- 3 sets of site plans



Any Building Permit which includes

HVAC work

- 4 sets of plans which include mechanical plans
- 1 HVAC application in addition to Building Permit Application
- All others as required above

Heating, Ventilating, Air Conditioning

- 3 sets of plans

Kitchen Hood Fire Suppression &

Walk-Thru Permits for Sprinklers

- 4 sets of plans

Swimming Pools (in-ground and above ground)

- 3 sets of plans
- 3 sets of site plans

Tents

- 3 sets of plans
- 3 sets of site plans
- 3 copies of certificate verifying fabric is flame resistant

*Form A and A-1 are for 1, 2 or 3 family construction. Form E is for commercial or residential more than 3 units.

Parking Lots and Excavation and Fill

3 sets of plans

3 sets of site plans

Phase I Environmental Assessment for fills greater than 500 cubic yards in residential districts or 1,000 cubic yards in other districts.

Demolition

No plans are necessary. A separate application describing the structure to be demolished is required.

Day Care

4 sets of plans

Plan Preparation

Plans and associated construction documents for new construction and major alteration work for buildings and structures regulated by the Ohio Basic Building Code are required to be prepared by an Ohio registered architect or professional engineer.

Plans for 1, 2 and 3 family detached dwellings, in general, do not require sealed documents. However a 20 % permit discount is given for these buildings when plans are prepared by a design professional.

Alterations and repairs not involving the analysis or design of the means of egress, structural, mechanical, electrical, plumbing or fire protection are exempted from the certification requirements.

When plans and specifications are submitted in digital form according to the criteria described on the Department's web page, the number of sets may be reduced by one.

What is a Digital Submission?

Digital Document /Submissions are plans submitted electronically on a 3.5" floppy disk, Zip Drive disk and CD-Roms. For digital submissions we require 2* sets of hard copies of plans, properly stamped by a registered architect or engineer along with your digital submittal. Guidelines for the digital document submission of plans can be obtained at the Permit Counter in Room 328 of City Hall or by visiting the Department's website at www.cintbuildings.org, for additional assistance, contact the Permit Counter at 352-3271.

** 3 sets of plans required if mechanical is included.*

*** When a digital version of plans is submitted, the scanning fee is waived.*

Scanning Fees

Scanning fees will be assessed at the time of plan submittal for multiple family and commercial projects that have more than twelve (12) sheets of plans and specifications per set when the plans were CAD prepared and the digital files of the documents are not submitted in an approved format.

**1, 2 and 3 family exempt.*

The fees are as follows:

\$3.00 per sheet when larger than 8¹/₂ x 14

\$1.00 per sheet for sheets less than or equal to 8¹/₂ x 14

Questions regarding the applicability of the certification requirements for a specific project should be directed to the Building Plans Examination Section by calling 352-3313.

Plans prepared by an architect registered in the State of Ohio must be embossed with the architect's seal over an ink signature on the title and/ or first sheet of each set of drawings as well as the title page of bound specifications and other contract documents submitted initially or as revisions. In addition, a rubber stamp or other reproducible facsimile of the seal must be applied to all tracings to produce a legible reproduction on all copies or prints.

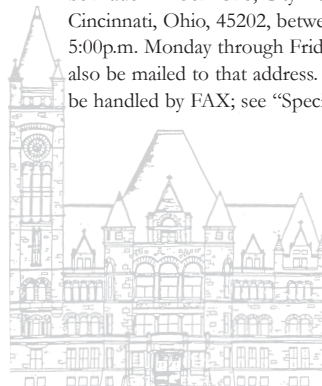
Plans prepared by a registered professional engineer in the State of Ohio must be certified by the application of an ink stamp seal or an embossing seal impression over a reproduction of the seal on each sheet of drawing and the title page of any other contract drawing and the title page of any other contract documents for which the engineer is responsible.

When structural plans for other than 1, 2 and 3 family dwellings are prepared by a registered engineer or architect, the plans shall be accompanied by 3 copies of the "Statement of Special Inspections."

These are general requirements which may not apply to all situations. The Customer Service Section will provide any further details you may need about plans and requirements. Please call (513) 352-3271 during office hours.

Where do I apply for a permit?

Applications for permits, certificates or licenses can be made in Room 328, City Hall, 801 Plum Street, Cincinnati, Ohio, 45202, between 8:00a.m. and 5:00p.m. Monday through Friday. Applications may also be mailed to that address. Some applications can be handled by FAX; see "Special Services."



How much does plan review and a permit cost?

The permit fee for new buildings and additions is based on the valuation of construction as determined by the Building Department using the fee schedule contained on Policy Directive 92. Other permit fees are based on the estimated cost of work shown on the application form.

Upfront permit application and plan processing fees are no longer required. Permit fee discounts of 20% or more are available when plans are submitted as follows.

- ▶ Plans have been previously approved as standardized plans
- ▶ Plans for 1, 2 or 3 family detached dwellings are certified by a registered architect or professional engineer

Permit fees will be reduced up to \$500 for each type of submission.

Payment may be made in cash, by check for the amount due, with MasterCard, Visa and Discover, or from a trust account. For your convenience, a trust account can be established to deposit funds against which you can charge your future fee.

Details about the cost of your permit can be provided by the Customer Service Section staff at (513) 352-3271.



How long can an application be pending?



Applications expire a year from the date of submission. A time extension of one year can be granted upon payment of an extension fee of \$50. Upon receipt of the extension fee, the application and plans are reviewed for compliance with Zoning and Building Code requirements in effect on that date.

How long is a permit valid?

For a wrecking permit to remain valid, demolition must begin within 120 days. All other permits expire by limitation if work has not begun within twelve months from the date of permit issuance or when the work has been discontinued for six months. However, if the owner requests a renewal prior to the expiration of the permit, the permit can be extended for an additional twelve month period for a fee.

Development Assistance

Development Help Center

Our customers receive hands-on development process information at the City's new *Development Help Center*. Located on the seventh floor of Two Centennial Plaza (805 Central Avenue) and staffed by knowledgeable development officers, the center provides development information, development technical assistance, access to a CAGIS (Cincinnati Area Geographic Information System) terminal for mapping information, and help customers initiate the development process. The center's hotline number is 352-FAST (3278).

Projects receiving development assistance are assigned development officers who take project ownership from the initial idea to the ribbon cutting.

The development officer will serve as the City's project manager and coordinate all department activities on the project.

Community Development & Planning Dept.:

Federal, state and local programs available through Neighborhood Development include the following:

- Cincinnati Small Business Loan Fund
- Cincinnati Linked Deposit Program
- City Capital Investment Program
- Citywide Enterprise Zone Program
- Community Development Block Grant (CDBG)

- Earnings Tax Credits
- Employee Training Programs
- Ohio Enterprise Bond Fund
- Small Business Administration (SBA) Loans
- State of Ohio Jobs Bills
- State of Ohio 166 Direct Loans

Contact Community Development & Planning Department at 352-6146.

Office of Contract Compliance (OCC):

This Office provides small, minority and women owned certification assistance. In addition, questions are addressed regarding compliance with equal employment opportunity, prevailing wage, and living wage requirements on City contracts.

For more information contact the OCC Office at 352-3144.

Housing Services:

Three programs provide assistance to property owners with building code violations.

The Rental Rehab Program is designed to assist owners of rental properties in need of substantial renovation of \$3,000 per unit or more. Buildings applicable for Rental Rehab loans can consist of three or more residential units but must be for tenant, not owner occupancy. Tenants residing in the units must be low income and tenants incomes must be certified.

The Housing Rehab Loan Program is for low to moderate income homeowners citywide. Only single-family owner-occupied units are eligible. For information about these programs contact the Rental Rehab Program Manager at 352-3748 or Home Ownership Center for the Housing Rehab Loan Program at 961-2800.

The Strategic Housing Development Support Program provides loans or grants to developers with large projects to upgrade and/or create new housing for both rental and home buyer households. Funds are awarded through a competitive Request for Proposals(RFP) process.

City Planning Division: Land/Use Environment and Planning Office

makes recommendations to the City Planning Commission, Council and citizens regarding the land use and development issues as regulated by zoning, subdivisions, and special overlay district regulations/guidelines or city charter.

For more information on the following contact:

Zone Changes 352-3271

Subdivisions/Cut-ups 352-3271

Downtown Development Variances 352-3271

Planned Unit Developments (PUD's) 352-3271

Environmental Quality Hillside Districts 352-3271

The Historic Conservation Office

provides federally mandated historic compliance consultation and offers technical assistance to home owners, developers and other interested parties. Visit the Community Development & Planning Department or contact the Historic Conservation Section at 352-4890 for a list of historic properties.

Special Reviews and Services

Special Review Process and Review Team for Historic Buildings:

If a building or structure is individually listed on the National Register of Historic Places, individually designated as a historic structure by the City of Cincinnati, or located within a historic district and determined by the Urban Conservator as contributing to the historic significance of the district, then the project is eligible for a coordinated City team review of the project from inception to completion.

Contact the Urban Conservator's Office at (513) 352-4890 to determine if the project is eligible for this review process.

The City team comprised of representatives from all City permitting review agencies will meet with the developer and professional design team to inspect the building and identify the building, zoning, historic, fire code, and utility requirements and options in the use of new Chapter 1121, Standards for Adaptive Rehabilitation of Historic Buildings and Structures. See Appendix A of the Guide for the complete text of this standard.

A team review approach will be available for review of preliminary design plans through to the working drawing review for Historic Certificate of Appropriateness building permits and Certificate of Occupancy issuance.

Contact the Assistant Director of the Permit & Plan Review Division at (513) 352-3271 to make arrangements for the team review.

Certificate of Appropriateness:

If the property is locally designated historic, the permit application and plans will be subject to historic review. Your building permit application will automatically be referred to the Historic Conservation Office for review. No additional application form is required. Plans and specifications presented to the Buildings & Inspection Department are usually adequate for historic review.

Each designated historic district or building has its own set of guidelines, which are used to evaluate your application. These guidelines, which are formulated for the types and styles of buildings in your district, are intended to protect the character of your building and allow for the consideration of its condition.

The Historic Conservation staff can provide technical assistance on aspects of your project, advise on compliance of a project with the historic design guidelines, and give a preliminary indication of how the Historic Conservation Board (HCB) will respond to a given application. It is helpful to consult with the staff early in the project planning process.

The HCB meets on Mondays from 3pm to 5pm twice a month to make decisions on Certificates of Appropriateness for substantial rehabilitation, restoration, new construction and demolition projects.

Prior to presentation to the HCB of a permit application, an informal conference is held to provide adjacent property owners, neighborhood groups and other interested parties to become acquainted with the plans and comment on the proposed project. Notices of the pre-hearing conference and the HCB hearing are sent to all abutting property owners.

Some types of changes can be approved without a hearing before the HCB by the Urban Conservator - the chief staff member to the HCB. These changes include:

- A. Signs, awnings and hardware which meet guidelines
- B. Minor demolition of non-significant parts of buildings
- C. Fences, fire escapes, and heating, ventilation and air-conditioning systems
- D. Roof repair or replacement
- E. Cornice repair or replacement
- F. Window repair or replacement
- G. Step and wall repair or replacement
- H. Rear facade changes which are not visible from the streets and do not change the shape of the roof

The Historic Conservation staff can let you know immediately if your proposed changes must be reviewed by the HCB.

Minor changes reviewed by the Urban Conservator can be approved in one day, but it may take 3-15 days.

Changes reviewed by the HCB require a public hearing and take 15-30 days to process. If the community objects or demolition of an important building is proposed, an additional 30 days may be required.

If there is no objection, but the staff or Board delays responding and does not act within 30 days, you may proceed with your project without Board approval, and without penalty to you.

Projects which involve foundation only Child Day Care Centers, Excavation and Fill, Flood Plain or standardized plans require additional information and special handling. For complete information, refer to the Policy Directives (PD).

Additional informational handouts are available for: parking lots, signs, fire alarms, swimming pools, decks, residential sheds, accessing Building Department records, and Environmental Site Assessments.

These documents are available at the Customer Service Area in Room 328, City Hall.

Consultations: Consultation with plan examiners and inspectors is encouraged for any building project. Applicants should review the code prior to the consultation. Inspectors and plan examiners are able and willing to answer specific code questions. Such consultations often prevent costly errors and delays.

Plan examiners are available by appointment only during regular office hours and can be reached by calling 352-3313 or 352-3273 (Zoning).

Inspectors may be reached between 8:00 a.m. and 9:30 a.m. on weekdays.
Residential Inspectors: (513) 352-3275
Commercial Inspectors: (513)352-3267

Walk-Through: A walk-through service for plan review and permit issuance is provided for same day review of applications for permits of small to medium sized nonresidential tenant improvements. (The cost for this optional service is equal to the permit fee but not more than \$200.00.)

Hours: 8:00 to 4:00

Fax-A-Permit: This service is designed to provide easy and rapid access for obtaining permits for commercial and residential work which does not require drawings. Permits for items such as furnace or air conditioning replacement, repairs, and plumbing work can be faxed. Prerequisites for using this service are an active escrow account to pay for the permit, an application which does not require plans, and a fax number for receiving the permit. As an alternative to an escrow account, a credit card number and expiration date can be submitted with the faxed application. Faxed applications received by 9:00 a.m. on a city workday will generate a faxed permit by 5:00 p.m. the same day. The Fax number for permits is (513) 352-2579.
Non-residential Inspectors: (513) 352-3267.

Free Parking: Up to two hours of free parking is available at the Federated Parking Garage located at the northeast corner of Seventh and Plum Streets. Anyone submitting an application, revising plans, picking up a permit or meeting with Building Department personnel on departmental business is eligible for the free parking. Please remember to bring in parking stub for validation.

Engineering Changes: When the applicant wants to make a minor change to plans after issuance of the permit, he/she should confer with the plan examiner to determine whether the change should be submitted as an alteration requiring a permit or as an engineering change. There is a \$33 charge for an engineering change, except for 1, 2 or 3 family dwellings.

Plan Tracking: You can now Track applications, inspections and plan review on line. Welcome to EZTRAK. This program is designed to let you check the status of applications by address or project number. You can also review our Major Permit Applications report and, coming soon, you will be able to apply for a limited set of permits on-line. Check us out at www.cintbuildings.org.

Availability of Code Books: Various code books can be purchased from the Customer Service Counter. The following codes enforced by the City of Cincinnati, Department of Buildings and Inspections are available:

- Ohio Residential Code for 1, 2 & 3 Family Dwellings
- Ohio Building Code (OBC)
- Ohio Mechanical Code (OMC)
- Cincinnati Building Code (CBC)
- Plumbing Code
- Zoning Code

Call the Permit Center at 352-3271 for current prices.

Other departments

Other city departments and agencies have regulations which control certain phases of construction. Generally, the Department of Buildings and Inspections will forward project plans to these departments and agencies for review. See page 25 for a more complete description of the basic permitting process. It is the applicant's responsibility to secure any permits required by other departments or agencies. See the following list of other departments you may contact as well as several checklists which may be helpful in the preparation of plans for Zoning and other city agencies.

Other departments you may need to contact:

Electrical Inspections, including existing wiring surveys:

Inspection Bureau, Inc. (IBI)
Room 320, E
250 W. Court Street
Cincinnati, Ohio 45202
Phone: (513) 381-6080



Fire Prevention Bureau:

Fire Division
700 West Pete Rose Way
5th Floor
Cincinnati, Ohio 45202
Phone: (513) 357-7595

State owned buildings:

Ohio Department of Commerce
Construction Compliance
20 S. Paint Street
Chillicothe, Ohio 45601
Phone: 1-800-788-8065

Food Service, Private Swimming Pools

Cincinnati Health Department

3101 Burnet Avenue

Cincinnati, Ohio 45229

Phone: (513) 352-2908 (food service)

Phone: (513) 352-2922 (pools)

Public Swimming Pool Installation:

Ohio Department of Health

246 North High Street

Columbus, Ohio 43215-2412

Phone: (614) 466-1390`

Day Care Inspection/Permits:

Cincinnati Health Department

3101 Burnet Avenue

Cincinnati, Ohio 45229

Phone: 357-7461

Building Permit Review/Detention

Requirements, Sewer Tap Permits/Licenses, Subdivisions/Concept Review:

Metropolitan Sewer District

1600 Gest Street

Cincinnati, Ohio 45204

Phone: 244-1350 (Building Permit/ Stormwater Detention Requirements)

Phone: 244-1330 (Sewer Tap Permits/ Licenses)

Phone: 557-7108 (Subdivisions/Concept Review)

Business Licenses:

Treasury Division

Finance Department

Room 202, City Hall

801 Plum Street

Cincinnati, Ohio 45202

Phone: 352-3224

Street Blockades, Sidewalks, Driveways:

Dept. of Transportation and Engineering

Room 420, City Hall

801 Plum Street

Cincinnati, Ohio 45202

Phone: 352-3463

352-6233 (House Numbers)

Water Tap Permits:

Cincinnati Water Works
 4747 Spring Grove Avenue
 Cincinnati, Ohio 45232
 Phone: 591-7890

Environmental Assessments:

Office of Environmental Management
 Centennial Plaza II
 805 Central Avenue
 Cincinnati, Ohio 45202
 Phone: 352-5310

Other Commonly Called Permit and License Phone Numbers

| | |
|--------------------------------|----------|
| Antiques/Auctioneers | 352-3224 |
| Arcade/Gameroom | 352-3224 |
| Auto License | 721-3271 |
| Cabaret | 352-3224 |
| CAGIS Maps | 352-1644 |
| Culvert Permit | 244-1350 |
| Dog and Cat License | 946-4176 |
| Environmental Quality District | 352-3271 |
| Fire Code Permit | 357-7595 |
| Fire Hydrant Use | 591-7830 |
| Fountain Square Permit | 352-5487 |
| Handicap Parking | 352-4526 |
| Limousine | 352-3708 |
| Marriage | 946-3589 |
| Parade | 352-3216 |
| Park Facilities | 352-4080 |
| Peddler's Licenses | 352-3224 |
| Sewer Tap Permit | 244-1330 |
| Stormwater Extension Permit | 244-1350 |
| Taxicab | 352-3708 |
| Tree Permit | 861-9070 |
| Vendor License | 946-4176 |
| Water Permit (temporary use) | 591-7830 |

Other Enforcement Areas

Zoning Administration: The City's Zoning Code regulates the use and development of land. This code is designed to protect property values by preventing the location of incompatible uses in close proximity to one another. Zoning

regulations also help to maintain the character of established neighborhoods and prevent inappropriate activities such as auto repair, in residential areas. Each application is reviewed for code compliance. Phone: (513) 352-3273. Complaints are to be directed to 352-3275.

HVAC and Mechanical: Heating (furnaces, wood burning stoves, fireplaces, etc.), ventilating, air conditioning, fuel burning and related devices require permits for installation or replacement. These inspections are designed to minimize the dangers which can be associated with the installation and use of such mechanical equipment. Phone: (513) 352-3781.

Plumbing: By examining all plumbing permit applications and inspecting the work as it progresses, this section strives to protect the health and safety of the community.

All plumbing, including replacement and repair or alteration as well as storm drainage and sewers on private property, is inspected by the Plumbing Section. Complaints pertaining to plumbing are also handled by this section. Phone: (513) 352-3280.

Elevators: The staff of the Elevator Section examines plans for the installation, alteration, or repair of freight and passenger elevators, sidewalk lifts, ash hoists, dumbwaiters and moving stairways. Inspections are performed at the time of the initial installation and periodically thereafter to assure compliance with the Cincinnati Building Code. Phone: (513) 352-3270.

Electrical: Electrical plan examination, permit issuance, inspection, safety reports and approvals are provided by Inspection Bureau, Inc., under contract with the City of Cincinnati. This company works closely with city inspectors and is responsible for assuring the safe installation of electrical wiring and equipment. It is the responsibility of the applicant to obtain necessary electrical permits. Phone: (513) 381-6080.

Appeal Board: Several boards are available to those seeking relief from the interpretations, orders or rulings of the Department. Please contact the appropriate board at the following phone numbers:

Board of Building and
Housing Appeals 352-3313
Zoning Board of Appeals 352-3273

Inquiries and Complaints: Please contact the section which has jurisdiction over the problem. Where code violations do exist, the section will take action to end the violation or to abate the nuisance. Doing so may involve a combination of personal contacts, official notices, and ultimately the filing of charges in Municipal Court. All of these actions can take a period of time before the problem is corrected.

Public Right of Way Permits

The Permit and License Center of the Department of Transportation and Engineering located in Room 420, City Hall, issues a variety of permits for work and other activity in the street and sidewalk areas of the public right of way. These permits include:

Blasting Permit*

for construction and demolition jobs

Driveway Permit*

permanent and temporary

Dumpster Usage Permit

for temporary refuse containers on street

Excess Load Moving Permit*

to move oversized, overweight and other difficult loads in or through the city

Fire Kettle Permit

for heated containers such as fire barrels or tar kettles that may damage streets

Sidewalk/Driveway Repair Permit

sidewalk safety program repairs

Street Blocking Permit

to temporarily close sidewalks and roadways within public streets for any purpose

Street Contractors License*

to provide street damage security for work in or on city streets

Street Furniture/Facility Permit*

outdoor pay telephones, vending machines, benches, sign boards and others

Street Opening Permit*

to reconstruct and maintain streets, utilities and other infrastructure facilities within public streets

Subdivision Permits*

new residential, commercial and industrial
Utility Pole Installation/Attachment Permit for utility company use

Wall Opening Permit*

to cut or modify an existing public wall

*Requires plans or other documents to be submitted with the application.

Contact the Center at 352-3463 for information about these permits.

Basic Permit Process for New Construction

The Department of Buildings and Inspections has established a One-Stop Shop for your permitting needs. The one-stop service is made possible by having the primary permit departments of Fire, Sewers, Water Works, Transportation and Engineering, as well as secondary tier permitting agencies of the Inspection Bureau, Inc., Health, Planning, and Environmental Management interconnected through a state-of-the-art computerized permitting system that enables the electronic routing of plans for simultaneous reviews.

The Department of Buildings and Inspections is internally a one-stop shop for Zoning, Plumbing, Elevator, Floodplain, and Excavation and Fill reviews and permits.

Typically, four sets of survey, grading/site, architectural, structural, and mechanical plans are submitted to the Customer Service Counter in Room 328 of City Hall. When a digital version of the plans is submitted, the sets may be reduced to three sets and the scanning fee is waived.

The review process and actions taken by all the reviewing agencies can be monitored at the Department's web page. Targeted plan review times are established and monitored by supervisory personnel. Residential plan reviews involving 21 units or less are reviewed within 10 working days or a free permit is granted. Other new construction projects are reviewed within 15 working days 90% of the time. Revisions are turned around in five working days 90% of the time.

The full functioning of the system is not established at this time with Inspection Bureau, Inc. Plans are not routed to Inspection Bureau, Inc. You are required to submit an electrical permit application and two sets of electrical plans to Inspection Bureau, Inc., at Suite 320 E. 250 W. Court Street.

- Information on all required fire protection systems including sprinklers, alarm systems, smoke detection systems, and standpipes (location of alarms, manual pull stations, smoke detectors, standpipes, etc.)
- Exterior envelope requirements for new construction related to Energy Conservation Form E
- Size, type and operation of glazing (windows)
- Type, fire classification rating and construction of roof coverings
- Fireplace sections
- Information on elevators and dumbwaiters
- Location, number, type and installation details of plumbing fixtures
- Air distribution information, including type, size or location of mechanical equipment, combustion air, ductwork, chimneys, vents and ventilation air supply
- Applicable ADAAG and FHAG information regarding alterations, additions and new buildings
- Architect's or engineer's stamp/seal/signature if drawings have been prepared by same
- Location of fire hydrants (existing and proposed) for new buildings and additions

Building Code Plan Examination Checklist

Information required to be on drawings for all commercial and multi-family uses)

- Existing and proposed uses of space/building
- Type of building materials used in the construction of exterior and interior walls, floor/ceiling and roof framing
- Site plan or key plan indicating location of building on the site or space within the building
- Dimensions to property lines and other buildings on the same lot
- Existing and proposed area in square feet per floor or affected space or building
- Light and ventilation requirements of affected spaces/building
- Room dimensions, including ceiling heights
- Means of egress, including sizes and locations of doors, corridors, stairways, etc.
- Door hardware information
- Means of egress lighting and location of exit signs
- Fire resistant ratings of all required fire resistive construction including structural members, shafts, stairwells, etc. (by test)
- Flamespread classifications of all finish materials

Zoning Checklist Survey

Information required to be on the Survey:



- Surveyors seal and directional arrow
- Stakes, markers, and lot dimensions with bearings
- Adjacent lots within 200 ft. and alignment and occupancy of existing buildings (indicate vacant lots)
- Lot area, in square feet
- Street status (existing or proposed), (dedicated or not)
- Easements
- Width of street and alley
- Width and type of pavement
- Location and width of sidewalk (indicate if there is no sidewalk)

- Location of curb or edge of traveled roadway
- Distance to intersecting street
- Location of street sewers
- Location of tee branch
- Location of house lateral
- Sea level elevation of invert at point of connection
- Location and size of water main along with closest fire hydrant
- Existing elevation at four corners of property

Additional information required on survey or an accurate plot plan

- Proposed building with dimensions, with lowest finished floor elevation
- Yard dimensions, front _____, side _____, rear _____
- Existing and finished grades at four corners of building
- Parking layout and driveways with dimensions, showing drainage and type of pavement
- Proposed disposition of surface drainage on lot.
- Existing and proposed sea level elevation at two points on side lot lines opposite corners of building
- Proposed elevations at four corners of building

Cincinnati Water Works

Information Required on Building Plans

- I. Site Plan (to scale) with the following information:
 - A. Same information required on the Zoning Check List.
 - B. Auditor's Book, Page and Parcel numbers listed on site plan.
 - C. For commercial and industrial permits only, provide the following information: Needed fire flows from public water systems _____ (G.P.M.) at 20 p.s.i.



Cincinnati Fire Department

Information Required on Building Plans

- I. Site Plan (to scale) with the following information
 - A. Fire Hydrants
 1. Show all appropriate hydrants. (Minimum of the 2 closest hydrants).
 2. Water main size
 - B. Access
 1. Show all roadways, streets and driveways
 - C. Buildings equipped with standpipe/sprinkle systems.
 1. Location of Fire Department connections. (If domestic water supply used, no Fire Department connection is required)

Metropolitan Sewer District/ Stormwater Management Utility

Information required on the Site Plan:

- Existing and proposed sewer mains with elevations
- Existing and proposed sewer taps. (Sanitary and Storm)
- Minimum size for a sewer tap is 6 inches
- Lowest floor elevation of the building.
- Stormwater detention may be required
- Wastewater discharge permit application may have to be completed, if applicable.
- A sampling and gauging station may be necessary, if applicable.
- Engineers, architects or surveyors seal; directional arrow
- Title, scale (min. scale: 1"=40'), date, vicinity map, benchmark
- Distance from intersecting street
- Existing and proposed contours or elevations
- Existing and proposed building or structures (w/dimensions)
- Easements (sewer)
- Location of all proposed sewers, manholes, and inlets (size, length and elevation of sewers and structures)

- Watercourses, drainage ditches (natural or man-made)
- Location of downspouts, leaders and storm lateral
- Downspouts are to be sewer connected
- Location of tee branch, with sea level elevation at connection
- Existing and proposed elevations at four corners of building
- Parking layout, with dimensions and driveways showing drainage and type of pavement and curbs
- Location of street sewers and inlets
- The geographical position of both the natural features and the works of man indicate areas to remain undisturbed
- Lot dimensions with bearings
- Lot area in square feet
- Street status (existing or proposed) (dedicated or private)
- Erosion control measures

*The above mentioned comments are some of the necessary items to be included on a site plan. Additional comments may be necessary upon detail review of the building permit application.

One, Two and Three Family Checklist

Information required on the Drawings:

- Floor plan
- Exterior elevation
- Room sizes, ceiling height
- Window and door sizes
- Emergency egress from bedrooms
- Landings at egress doors
- Stair riser and tread dimensions, headroom clearance
- 30"-34" wall-mounted handrails with the ends properly terminated
- 36" handrail/guardrail on open-sided stairs
- Smoke detectors

- Dwelling unit separation
- Ramps
- Foundation details
- Crawl space access and ventilation
- Wall construction
- Floor framing
- Deck details
- Roof framing and covering
- Lumber specifications
- Attic access and ventilation
- Chimney and fireplace details
- Furnace location, flues and combustion air

Appendix A

ORDAINING supplementary Chapter 1121, Standards For Adaptive Rehabilitation of Historic Buildings And Structures, of Title XI, Cincinnati Building Code, of the Cincinnati Municipal Code to provide standards for construction, repair, alteration, addition, restoration and movement of historic buildings.

WHEREAS, Cincinnati enjoys a wealth of buildings and structures recognized nationally and locally as historically significant; and

WHEREAS, many of these historic buildings remain underutilized due to their lack of compliance with current Building Codes; and

WHEREAS, requiring work on these historic buildings to conform to today's building codes could diminish their historic importance and integrity; and

WHEREAS, Section 3406.1 of the Ohio Building Code specifies that the provisions of the Ohio Building Code relating to construction, repair, alteration, addition, restoration and movement are not mandatory for existing buildings and structures identified and classified by the federal, state or local government authority as historic buildings where such buildings are judged by the code official to be safe and in the interest of public health, safety and welfare regarding any proposed construction, alteration, repair, addition and relocation; and

WHEREAS, the Chief of the Fire Division and the Director of Buildings and Inspections have proposed standards by which the Director of Buildings and Inspections may determine whether the proposed construction, alteration, repair, addition and relocation of historic buildings and structures is safe and in the interest of public health, safety and welfare; and that historic buildings designated may be allowed to comply with different standards if:

WHEREAS, the premise of this Chapter as set forth in Section 3406.0 of the OBC is

- Compliance with an alternative set of regulations will produce buildings that are indeed safe; and
- All serious threats to life safety as determined by the Chief of the Fire Division are remedied; and
- The existing building is not made less safe or sanitary by application of the provisions of this Chapter;

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Cincinnati, state of Ohio:

Section 1. Supplementary Chapter 1121, Standards For Adaptive Rehabilitation of Historic Buildings And Structures, of Title XI, Cincinnati Building Code, of the Cincinnati Municipal Code is ordained to read:

CHAPTER 1121

Standards For Adaptive Rehabilitation of Historic Buildings And Structures

§ 1121-01. Purpose.

§ 1121-03. Scope.

§ 1121-05. Historic Buildings and Structures.

§ 1121-07. Fire-Resistive Construction.

§ 1121-09. Means of Egress Stairways.

§ 1121-11. Exterior Openings.

§ 1121-13. Unoccupied Floors.

§ 1121-15. Alternative Construction.

§ 1121-17. Appeals.

§ 1121-01. Purpose.

The purpose of this chapter is to promote and facilitate the development, preservation, restoration, and adaptive rehabilitation of historic structures in the City of Cincinnati.

§ 1121-03. Scope.

This chapter provides for the adaptive rehabilitation of historic buildings by specifying pursuant to Section 3406.0 of the Ohio Building Code means for the protection of the public that have been determined to satisfy the intent of the code requirements as an alternative to those otherwise mandated by the Ohio Building Code and the Cincinnati Building Code.

The provisions of this Chapter are intended as an optional approach for use in the planning, design, and evaluation of certain proposed restoration and rehabilitation projects involving historic buildings. As such, these provisions constitute an alternative to compliance with certain of the provisions of Chapters 2 through 33 of the OBC and applicable chapters of CBC but do not preclude the option of full compliance with Chapter 34 of the OBC and applicable chapters of CBC.

§ 1121-05. Historic Buildings and Structures.

Buildings and structures are deemed historic for purposes of this chapter if individually listed on the National Register of Historic Places, individually designated as historic structure by the City of Cincinnati, or located within an historic district listed on the National Register of Historic Places or established pursuant to Chapter 741, Historic Conservation, of the Cincinnati Municipal Code and determined by the Urban Conservator as contributing to the historic significance of the district

An historic building or structure may only be repaired, altered, added to, restored or moved under the standards provided by this chapter:

- (1) When the intended use is classified in Use Group R- 2, R-3, B, M or a combination of those Use Groups;
- (2) The building has occupied floors no more than four stories above lowest level of Fire Division access or has occupied floors no more than five stories above lowest level of Fire Division access when all occupied floors are protected with an approved fire suppression system;
- (3) The building or structure is of minimum Type 3B construction;
- (4) The building or structure contains no more than 2,000 square feet of occupied area per floor unless protected by an approved fire suppression system, in which case the maximum floor area that may be occupied is 4,000 square feet; and
- (5) Each occupied floor has at least two means of egress, one of which may be a fire escape; and
- (6) The Chief of the Fire Division determines pursuant to the Cincinnati Fire Prevention Code that the proposed work will remedy all serious threats to life safety.

§ 1121-07. Fire-Resistive Construction.

Fire resistive enclosures and separations must be provided:

- (1) Around stairwells and other common means of egress;
- (2) Between occupied units;
- (3) Between different uses; and
- (4) Around fuel-fired space or water-heating equipment.

Exception: Other than stairwells and other common means of egress, fire areas requiring fire-resistive protection may have exposed combustible ceiling construction or metal ceiling when protected by an approved automatic fire suppression system.

Fire resistance protection for combustible framing may be plaster on wood lath, maintained in good condition without cracks or defects, and may be replaced with in-kind construction or 5/8" type "X" gypsum board, or protected by an approved automatic fire suppression system.

Exception: Combustible wood trim, crown moldings, wainscoting, etc., are permitted when backed by noncombustible wall and ceiling surfaces; or protected by an approved automatic fire suppression system.

§ 1121-09. Means of Egress Stairways.

Existing stairways and enclosures and replacement of stairways within existing stair enclosures must comply with the following minimum requirements:

- 1121-09.1** Stairways may not be less than 32" in width and may extend no more than 15' between landings
- 1121-09.2** Wider stairways are permitted.
- 1121-09.3** Existing handrails and in-kind replacement handrails not less than 34" in height provided only on the open sides of stairways are permitted; guards need not be provided.
- 1121-09.4** Stairway enclosures must be fire resistive in accordance with § 1121-07 and § 1121-07.1 CBC.
- 1121-09.5** Stairway doors must be self-closing, self-latching and be of solid-core wood, wood-panel or steel construction.
- 1121-09.6** Stairway doors may not be less than 32" in width and be well-fitted in the opening.
- 1121-09.7** The occupied side of stairway door shall be provided with a hard wired interconnected smoke detector capable of annunciating alarm signals to all occupied portions of the building.
- 1121-09.8** Stairway door transoms must be fixed in place and any glazing replaced with 5/8" type "X" gypsum board insert, unless the glazing is protected by a sprinkler head on both sides of the transom and a ventilation is provided at the top of the stairwell to the building exterior.

§ 1121-11. Exterior Openings.

Existing or replacement windows immediately adjacent to a property line or along a fire escape path are permitted when protected by a sprinkler head on the interior side of such openings.

§ 1121-13. Unoccupied Floors.

Every unoccupied floor must comply with the vacant building maintenance licensing standards set forth in § 1101-79 CBC and must contain at least one hardwired interconnected smoke detector in each fire area, capable of annunciating alarm signals to all occupied portions of the building.

§ 1121-15. Alternative Construction.

The provisions of this chapter are not intended to limit the appropriate use of materials, appliances, equipment or methods of design or construction not specifically prescribed by this code, provided the director of buildings and inspections determines that the proposed alternate materials, appliances, equipment or methods of design or construction are at least equivalent to those prescribed in this code in regard to suitability, quality, strength, effectiveness, fire resistance, durability, dimensional stability, safety and sanitation.

Determination of equivalence shall be based on design or test methods or other such standards approved by the director. The director may require that evidence or proof be submitted to substantiate any claims of equivalency regarding a proposed alternate. The director may accept as supporting data to assist in this determination duly authenticated reports from the Building Officials and Code Administrators International, Inc., Southern Building Code Congress International, Inc., International Conference of Building Building Officials, the National Evaluation Service Committee of the Council of American Building Officials, and acceptance documents from the U.S. Department of Housing and Urban Development or other approved authoritative sources. The costs of all tests, reports and investigations required under these provisions shall be paid by the applicant.

§ 1121-17. Appeals.

1121-17.1 Appeals from Determinations Made by the Fire Chief: Determinations made by the Chief of the Fire Division pursuant to the Cincinnati Fire Prevention Code that the proposed work will not remedy all serious threats to life safety may be taken to the Cincinnati fire prevention board of appeals as provided by the Cincinnati Fire Prevention Code.

1121-17.2 Appeals from Determinations Made by the Director of Buildings and Inspections:

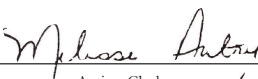
Determinations made by the director of buildings and inspections pursuant to this chapter may be taken to the board of building appeals as provided by § 1101-81 CBC.

Section 2. This ordinance shall take effect and be in force from and after the earliest time allowed by law.

Passed: November 28, 2001



Mayor

Attest: 

Acting Clerk

Notes 

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