



## Clermont County Permit Central

---

### APPLICATION CHECKLIST

#### A. THE FOLLOWING MUST BE SUBMITTED WITH THE APPLICATION FOR ALL PROJECTS.

- \_\_\_\_\_ 1. Complete sets of **Construction Documents** (including Site Plans and Energy Conservation calculations). Residential: **2 SETS** , Commercial: **4 SETS** (Including mechanical and electrical).
- \_\_\_\_\_ 2. Applications completely filled in with an original signature by applicant.
- \_\_\_\_\_ 3. All applicable fees must be paid. (Cash, Check or Money Order) **NO CREDIT CARDS.**
- \_\_\_\_\_ 4. Floodplain determination and/or Floodplain Development Application.
- \_\_\_\_\_ 5. Sewage Disposal Approval – Public Sewer or Private/On-Site Systems  
For On-Site Systems - Letter from General Health District required at time of application)
- \_\_\_\_\_ 6. Zoning Permit/Letter of Approval from Township/Village. (Required at time of application for residential) (This should include the parcel number and address of the property.)
- \_\_\_\_\_ 7. Plan Approval from Clermont County General Health District, if restaurant (OBC Only).

**By Directive from the Clermont County Commissioners, the above items are required before the residential permit application can be processed.**

#### B. APPROVAL FROM VARIOUS AGENCIES IS REQUIRED BEFORE PLAN APPROVAL. PLAN REVIEW OF THESE AGENCIES IS COORDINATED BY PERMIT CENTRAL

- 1. Building, Mechanical, Electrical and Fire Protection – (All OBC and RCO requirements.)
- 2. Local Fire Department Approval
- 3. Water Management and Sediment Control (WMSC) Approval
- 4. Driveway Drainage Facility Approval by County Engineer
- 5. Airport Zoning Approval
- 6. Clermont County General Health District – Plumbing and Food Licensing.

#### C. IT IS THE RESPONSIBILITY OF THE APPLICANT TO OBTAIN THE FOLLOWING ITEMS PRIOR TO THE ISSUANCE OF THE CERTIFICATE OF OCCUPANCY OR COMPLETION FOR ALL PROJECTS WHEN APPLICABLE.

- \_\_\_\_\_ 8. Final Inspections for ALL work described on the General Application for Approval
- \_\_\_\_\_ 9. A Plumbing Permit and Final Approval from the Clermont County General Health District.
- \_\_\_\_\_ 10. Final Inspections and Approvals for all Work under a separate Applications.
  - A. Fire Main
  - B. Fire Sprinkler System
  - C. Fire Alarm System
  - D. Kitchen Hood Suppression
  - E. Paint Booth Suppression System
  - F. Other \_\_\_\_\_