APPLICATION CHECKLIST

A. THE FOLLOWING MUST BE SUBMITTED FOR ALL PROJECTS.

_____ 1. Complete sets of **Construction Documents** (including Site Plans and Energy Conservation calculations). Residential: **2 SETS**, Commercial: **4 SETS**

_____ 2. Applications completely filled in with an original signature by applicant.

_____ 3. All applicable fees must be paid. (Cash, Check, Credit Card or Money Order)

_____ 4. Floodplain determination and/or Floodplain Development Application.

_____ 5. Sewage Disposal Approval – Public Sewer or Private/On-Site Systems
For On-Site Systems – Permit from 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 County Health District.

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

B. PLAN REVIEW OF THESE AGENCIES IS COORDINATED BY PERMIT CENTRAL

1. Building, Mechanical, Electrical and Fire Protection
2. Water Management and Sediment Control (WMSC) Approval
3. Flood Development Approval
4. Airport Zoning Approval
5. Local Fire Department Approval
6. Driveway Drainage Facility Approval by County Engineer
7. County Health District – Plumbing and Food Licensing.

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

_____ 1. Final Inspections for ALL work described on the General Application for Approval

_____ 2. Final WMSC Inspections and/or Engineering Reports.

_____ 3. A Plumbing Permit and Final Approval from Health District.

_____ 4. Final Inspection, Fees paid and Approvals for all work under a separate applications, Ex: Fire Main, Fire Alarm System, Paint Booth Suppression System, Fire Sprinkler System, Kitchen Hood Suppression, Other