



# 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