

Building in Clinton County



A Guide to Residential Building Process in Clinton County

All steps must be completed before building can begin. These steps must be completed by the individual or the general contractor.

Submissions may be addressed by one of the following methods:

- Visit each office individually to obtain the necessary applications and apply in person at the building and zoning department.
- Submit online at <https://clintonoh.portal.iworq.net/portalhome/clintonoh>

Required Steps:

- Obtain a copy of the existing survey and deed of your lot from the Map Office
- Obtain House Number, Driveway Permit, Driveway Approval and Flood Plain Review from the Engineers Office
- Apply for a Site Evaluation for Septic Design and a Plumbing Permit from Health Department
- Obtain an Erosion Control & Drainage Review from the Soil & Water Conservation Office
- Obtain water service from your designated Water Service Provider or a Well Permit from the Health Dept
- Submit a Building Application, Construction Drawings and Plot Plan to the Building & Zoning Department online or in person.

Fees are required by Individual Offices for Applications and Permits

Once drawings are reviewed and approved by building official and all departments construction can begin.

The permit allows you to proceed with the understanding that inspections will be required.



Clinton County Offices

Building & Zoning Dept.

111 S. Nelson Ave Suite 8
Wilmington, OH 45177
937.382.3335
Stephanie Austin

buildingandzoning@clintoncountyohio.us

Health Dept.

111 S. Nelson Ave
Wilmington, OH 45177
937.382.7251
Katie Burwinkel
Matt Johannes

info@clincohd.com

Map Office

1850 Davids Dr #300
Wilmington, OH 45177
937.382.4335
Darrell Powell

powell.darrell@clintoncountyohio.us

Soil & Water

111 S. Nelson Ave Ste 5
Wilmington, OH 45177
937.382.2461
Jason Sneed

jsneed@clintonswcd.com

Engineers Office

1326 Fife Ave
Wilmington, OH 45177
937.382.2078
Jeff Linkous or Adam Fricke
cceo@clintoncountyengineer.org

Regional Planning

69 N. South St
Wilmington, OH 45177
937.382.1723
Drew Demarsh
ademarsh@clintoncountyrpc.org

Required Information to Submit for Residential Building Permits Clinton County



APPLICATION & PLOT PLAN

- Residential Building Application
- Plot Plan with all existing and proposed structures shown.

PLANS:

- One (1) set of drawings showing cross sections. PDF Drawings may be sent through the permit portal with application.
- Floor Plans showing room layout (including any changes/revisions)
- Energy Insulation information required by code.
- Footer & Foundation layout showing:
 - a. Foundation overall width and length.
 - b. Footer thickness and width.
 - c. Any required pier footers, showing location, thickness and width of each.
 - d. If required, any floor support girder beams, material and size.
 - e. Method of anchoring floor to foundation.
- Crawl Space Depth
- Slabs on Grade - Detail (vapor barrier, base course)
- Type of Floor System
- Exterior and Interior Wall Layouts showing:
 - a. Room designations.
 - b. Size of doors and direction of swing.
 - c. Size and location of windows (including egress windows in bedrooms/basements)
- Anchoring Elevation Drawings
- Stair Detail - Width, Tread & Rise
- Hand & Guard Rail Detail - Height & Spacing Show
- Separation of Attached Garage
- Type of Roof System - Trusses or Common Pitch of All Roofs (If truss span exceeds 36', stamped engineered drawings are required.)
- Location of Roof Vents
- Location of Smoke Detectors
- Elevation drawings showing grade line, windows, doors, roof slope, building heights.
- A typical wall section showing building materials, insulation, sill plate anchoring and truss anchoring to top plate.
- Type of building materials (for example: wood, metal, stone, brick veneer, vinyl siding, etc.)

Required Information to Submit for Residential Zoning Permits Clinton County



A plot plan is a dimensional drawing of a property, which indicates the proposed placement of a structure. Although not required to be to scale, a reasonable representative of the size and shape of the lot is required when submitting a zoning permit application.

Application for a Zoning Permit:

Must be accompanied by a **PLOT PLAN** of the premises, an aerial view, or a survey showing the following:

1. Lot Dimensions and Setbacks*
2. Dimensions of Existing and Proposed Buildings
3. Location and Distance from Property Lines of All Structures
4. Distance from Front of Proposed Structure to Center of Road.
5. Easements and Driveways
6. Location of Septic System and Water Lines
7. Ditches, Ponds, Streams, Tree Areas, Easements

NOTE: By submission of the plot plan you are affirming that the location of the building is not encroaching on the setback required for the zoning district of the property. Clinton county zoning strongly recommends using a state licensed surveyor to create your plot plan and to stake your building to assure compliance.

*Building setbacks are measured from the front, rear and side property lines to the first contact of the proposed structure.