

# Building in Clinton County



## A Guide to The 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.

### **Steps may be addressed by either of the following methods:**

- ZEBRA Meeting held each Wednesday at 8:00 a.m. at the Clinton County Engineers Office. This meeting is open to the public and provides a convenient way to obtain approval signatures on your plot plan.
- Visit each office individually to obtain the necessary signatures on the plot plan.

## Required Steps:

- Obtain a Building Application, Zoning Application and Plot Plan from the Building & Zoning Dept \*
- 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\*
- Obtain a Site Evaluation for Septic Design and a Plumbing Permit from Health Dept\*
- 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\*

\*\*Denotes Signature REQUIRED

Money May Be Due to Individual Offices for Applications and Permits

Once Plot Plan has ***ALL Approval Signatures and Required Permits are Issued***,  
building can begin.

The permits allow you to proceed with the understanding that inspections will be required.



# Clinton County Offices

## **Building & Zoning Dept.**

111 S. Nelson Ave  
Wilmington, OH 45177  
937.382.3335  
Walt Daniel  
clintoncobuildingzoning@yahoo.com

## **Health Dept.**

111 S. Nelson Ave  
Wilmington, OH 45177  
937.382.7251  
Matt Johannes  
mjohannes@clincohd.com

## **Map Office**

46 S. South St  
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  
sneed.jason@clintoncountyohio.us

## **Engineers Office**

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

## **Regional Planning**

69 N. South Str  
Wilmington, OH 45177  
937.382.3582  
Taylor Stuckert  
staff@clintoncountyrpc.org

# Required Information to Submit for Residential Building Permits Clinton County



## **APPLICATION & PLOT PLAN**

- Residential Building Application
- Plot Plan with Required Approval Signatures

## **PLANS:**

- One (1) set of drawings showing cross sections - \*\*Plans can be either letter size, 11x17 or electronic format (.pdf) - (if larger set you must submit (2) sets.
- Floor Plans (including any changes/revisions)  
Energy Insulation information required by code
- Footer & Pier Details
- Foundation Detail
- Crawl Space Depth
- Slabs on Grade - Detail (vapor barrier base course)
- Type of Floor System
- Exterior Wall Detail with Anchoring
- Elevation Drawings
- Egress Door Size and Location
- Emergency Egress - Window Size in Bedroom
- 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
- Location of Roof Vents
- Location of Smoke Detectors

# 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 typically 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 drawn to scale, an aerial view, or a survey showing the following:

1. Lot Dimensions
2. Structure 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

