

# Basic Information for Obtaining Permits, Submitting Plans, Scheduling Inspections, etc.

## Franklin County Septic & Zoning permit application:

A septic and zoning permit is required for residential or commercial development not located in a city or town.

### Requirements for an Application:

#### Detailed Site Plan:

- Show lot size and dimensions
- Show set backs
- Show driveway location and distance from the nearest side property line
- All right of ways & easements

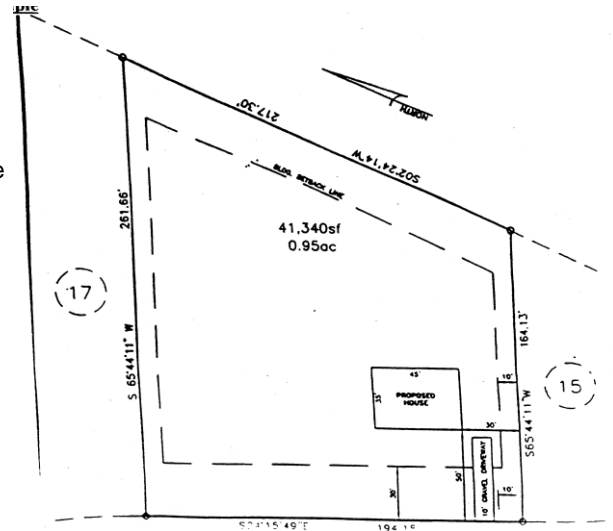
#### Property Record Information:

- Current listed property owner
- Tax record number or map number
- Subdivision name or lot number

#### Fees:

Zoning permit (no septic)	\$ 60.00
Recheck of zoning	30.00
New septic	325.00
Re-inspection of existing septic	165.00
New well inspection	325.00

(example)



### Requirements for Building Permits (January 1, 2003):

- Provide accurate directions to the property. The inspectors cannot find the job-site without the proper directions.
- Provide construction cost for residential construction and the manufactured house cost.
- Provide the following information:
  - Site built structure** - septic approval, square footage, contractor forms, all trade license numbers and signature (electrical, plumbing and mechanical).
  - Manufactured home** - size, color, year, model and all trade license numbers and signatures (set-up, electrical, plumbing and mechanical).
  - Commercial** - zoning, square footage cost of construction per trade (building, electrical, plumbing, mechanical and fire) and the General Contractor forms.
- Permits are issued from 8:00am until 4:30pm. In order to serve you better, please try to arrive in our office by 4:30pm due to the amount of time it takes to issue the average permit.
- Site built – The owner may act as their own General Contractor provided:
  - A. They must live in the house a **minimum** of twelve (12) months before the house is eligible for sale.
  - B. Owner must exercise control and supervision over the project (example: hiring & paying contractors (framers, plumbers, mechanical and electricians), ordering supplies, and in physical control of job; unlicensed contractor may not be in control).
  - C. This does not apply to Manufactured homes.

- Manufactured homes – Manufactured homes must be set-up by a licensed set-up contractor. Homeowners may act as their own General Contractor and do all their own subcontractor work, **provided** they own the home and land and will live there for 12 months.
- Modularity - require a \$5000.00 surety bond per unit.
- Proof of workers' compensation insurance is required before building permits shall be issued.
  - A. Contractors, acting contractors, or owners have three (3) or more employees or whenever they subcontract.
  - B. Waivers, made in writing, may be accepted when:
    - 1. Subcontractors have their own workers' compensation.
    - 2. Subcontractors that have no employees (remember a subcontractor with one employee requires workers' compensation).
- Plans must be submitted and approved before permits are issued. Plans are to include the following information:
  - A. Plot plan showing the location of the project on the property.
  - B. Name, address and signature of the person responsible for the design.
  - C. Footing and foundation details including piers, floor system lumber dimensions and layout.
  - D. All floor plan layouts showing the room dimensions, ceiling joists and window/door sizes.
  - E. Roof plan showing rafters, ridge beam and all lumber dimensions.
  - F. Elevation drawings showing all sides and heights.
- Bring in two (2) copies of plans for residential plans; three (3) copies are required for commercial plans. One copy is to remain in office until a Certificate of Occupancy is issued, and a copy will be returned to remain on the job site.
- Copy of Franklin County Health Department Improvements Permit (Septic tank permit).

Plan reviews will be done on a timely basis, with a minimum of one (1) day and maximum of ten (10) business days, unless extenuating circumstances exist or work load increases. Plans submitted on one day will be reviewed the next day, if possible.

### **Basic Permit Requirements:**

**Decks:** Any platform type construction 36 square feet (6' x 6') or greater is considered by code to be a deck and must meet the minimum requirements. Plans must be submitted with:

- A. Footing and post details showing the minimum footer depth (12"), the post connection to the footer and the height from finish grades to the deck.
- B. All framing lumber dimensions including post size and height, load bearing girders, floor joists and spacing, deck materials to be used, handrail details with the height from the steps and the guardrail details including height and picket spacing if required. (Guardrails and pickets are not required when less than 30" to finish grade from the deck surface)
- C. More information may be required depending on the size and height of the deck and whether it is free standing or attached to the existing structure.

**Accessory Buildings:** A structure with any dimension 12' or greater must meet the code. If any wall is longer or taller than 12' it must have a permit. In order to meet the minimum requirements the following should be as follows:

- A. The building shall not exceed 400 square feet, over 400 square feet requires a permanent foundation and plan submittal to our office.
- B. The building is supported on a pressure treated wood foundation of 2" x 6" or 3" x 4"
- C. Roof plan showing rafter sizes and their spacing, ridge beam size and roof ventilation.
- D. Elevation drawing showing the outside from all angles. This should include the height from finish grade.

**Non-Standard Additions:** Pre-manufactured sun rooms, atriums or carports.

- A. An engineer designs most pre-manufactured structures; the footings and foundation must be also.
- B. The plan should include the overall dimensions and how the addition is accessed from the house.

### **Inspection Scheduling Procedures:**

- In order to maintain good customer service please schedule any inspections two (2) days in advance.
- Post the building permit card:
  - A. In front of the project, site easily visible from the road.
  - B. Permit card should be posted and protected during construction.

### **Required inspections and when they are needed:**

- **Footings and slab** – Inspections shall be made after excavations have been made, grade stakes, step-downs, steel reinforcement, vapor barrier, wire reinforcement is in place, all formwork is completed and ready to pour concrete. (All underground plumbing and electrical must be inspected before slab is inspected.)
- **Temporary electrical service** – For construction use only should be inspected when the footings are ready in order to save trips to the job site.
- **Foundation/Floor system** – Inspections should be done after the foundation is complete and back-filled, all piers, treated sills, anchor bolts, girders, floor joists or engineer designed floor systems are installed prior to sub-floor installation.
- **Rough-ins** – Sub-contractor sheets to be filled out and supplied to the inspector on site.

*Framing*-All framing is in place, roofing is installed, fire blocking done, all penetrations made by other trades completed and chimneys (masonry or pre-fabricated) are complete.

*Electrical*-All rough wiring is installed, boxes, panels, recessed lighting, joints made up ready for finish products.

*Plumbing*-All water and drain lines are complete. Septic connections are done but left uncovered.

*Mechanical*-All floor penetrations, parts of equipment, return air ducts and drain lines that will be covered at final should be completed.

- **Insulation**– All rough-ins have passed and the insulation has been completely installed.
- If needed, a conditional power inspection can be done. ALL electrical, mechanical, gas piping and insulation must be 100% complete. All sub-slips must be submitted, along with a \$75.00 fee and a signed conditional power release form.

- **Final-** All trades are complete and the building is ready to occupy; at this time the final septic approval should be turned in.

Do not request the next inspection until all work has been inspected and approved for each phase of construction. All inspections must be ready from 9:00am until 4:00pm on the day they are scheduled.

The following are the re-inspection charges:

First Inspections	\$ Free
Second	\$ 55.00
Third	\$ 85.00
Fourth & Over	\$110.00

**\*\*Excessive re-inspection problems are not productive.** Should numerous re-inspections become necessary then you may be asked to meet with the inspections department so that the nature of the problem can be determined and action taken to minimize future inspection problems.

**Example:**

You have purchased a building measuring 10' x 16' from a local storage building manufacturer. The company has just dropped the building on your property at the location you have selected and left after assuring you if you have any problems please call them.

- A. Do you need a permit?  
Yes, the building is more than 12' in any dimension.
- B. Is the company you purchased from responsible for the permit?  
No, as the property owner you are responsible for meeting all the requirements for permitting any structure on your property.
- C. If you ignore the rules and do not get the proper permits what could happen?
  1. You could be fined up to \$100 per day from the zoning department for non-compliance of the zoning rules.
  2. You could be fined up to an additional \$250 per day from the inspections department for putting a structure on your property without the proper permit.

All buildings 400 square feet or greater will require a permanent foundation, zoning approval, a septic check and the submittal of two sets of complete building plans for review.

**Metal Buildings:**

The same rules and guidelines apply to accessory buildings when constructed of metal components. When a metal structure is over 400 square feet a structural engineer must stamp the plans. The problem in the past was that the building structure may have had an engineer's stamp but the concrete foundation was not.

**Metal Carports:**

These are temporary in nature even though most of them exceed the 12' in any dimension. As soon as a permanent slab or footing is added it becomes a permitted structure and as such an engineered set of plans will have to be submitted for plan review.

**Residential Additions:**

Footing and foundation plans including overall dimension, piers and pier footer dimensions, floor framing details (girder, floor joist sizes), ventilation details, access door location and size.

Floor plan showing window and door sizes, room sizes and type of room, ceiling joist sizes and their layout.