

CITY OF DUBLIN

Building Standards • 5800 Shier Rings Road • Dublin, Ohio 43016
Phone: (614) 410-4670 • Inspection Line: (614) 410-4680

Building Standards, Residential Basement Finishes

Building permits are required for all construction work necessary to finish a basement.

Electrical, plumbing and HVAC permits may also be required depending on the nature of the work which is being completed.

All work is to be performed in conjunction with the provisions of the 2006 Residential Code of Ohio, as amended.

When contractors are being hired to complete the work, please contact the City regarding Contractor Registration. If you, as the homeowner, are performing the work, a Homeowner's Affidavit must be completed. The following information is required for a basement finish permit:

Submittal

Items to be submitted:

- Completed application including: address, and a contact name and phone number
- Two complete sets of Construction Drawings
- Current City of Dublin Contractor Registration

Construction Drawing Requirements

Two complete sets of drawings, drawn to scale, including the following information;

- Floor plan showing - layout of proposed rooms, w/dimensions and room use (include electrical and plumbing details and ceiling heights.
- Finished basement wall section (see sample)
- Accurate and complete information provided in accordance with the attached documentation will expedite a thorough review of the project
- Applicant may request a pre-submittal meeting with Residential Plans Examiner (410-4613)

Site Plan

A site plan is not required with a basement finish submittal.

Plan Review

The residential plans examiner will review the plans in accordance with the 2006 Residential Code of Ohio, as amended. If the plans are approved, the permit will be prepared and the applicant will be contacted. The applicant may then pay the associated fees and the permit will be issued. ***Work may proceed once the permit has been paid for and issued.***

Disapprovals

If a submittal is disapproved, the applicant will be notified by telephone and will receive a response letter, which includes comments from the reviewers. The applicant must pick up the disapproved submittal, make revisions and resubmit the project. Include the previously disapproved set in addition to the revised set.

Plan Approval & Permit Issuance

The applicant is notified when all approvals are granted. ***After the fees are paid and the permit is picked up, construction may begin.***

Inspections

Approved plans and paperwork must be on site for all inspections. All inspections except plumbing are scheduled by calling the automated inspection line (see below). The following inspections are required:

- Rough plumbing and rough gas piping, if applicable
- Rough Electric
- Rough frame & HVAC (insulation may be installed after approval of this inspection)
- Insulation, insulation and vapor barriers are inspected
- Final electric and final plumbing, if applicable

- Building final & HVAC, when all work has been completed (including floor finishes) and electric and plumbing have been signed off; at this time the building inspector will issue a Certificate of Occupancy.

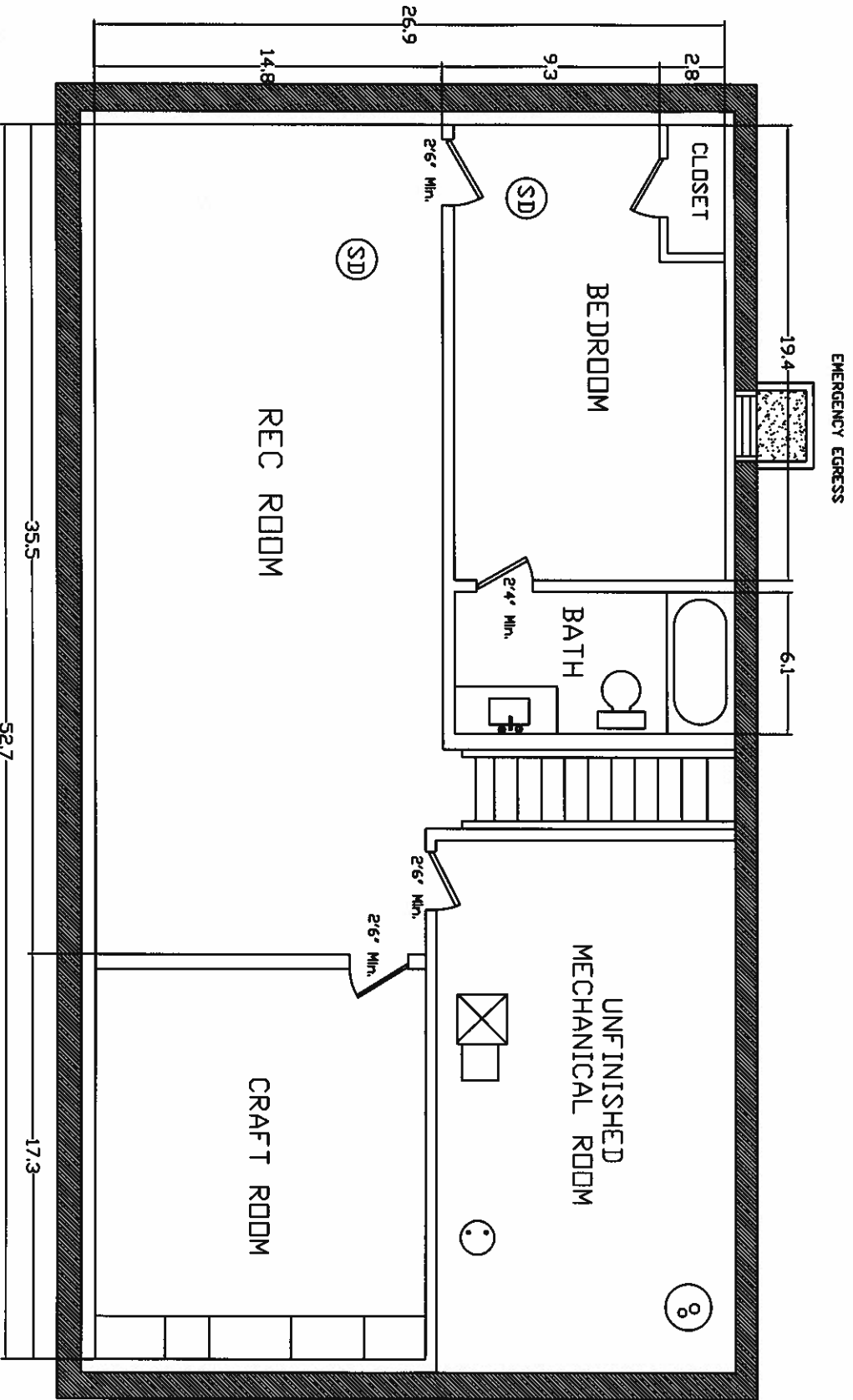
To Schedule an Inspection:

Call 614-410-4680, inspections may be called in at any time, 24 hours a day. If the call is made before 6:00 a.m., the inspection will be conducted that same business day. This line is an automated system, please have the following information at hand when the call is placed: type of inspection, address where the inspection is to be conducted and permit number. Building inspectors will not enter a home when the owner or the owner's representative is not in attendance. If a representative is only available at certain hours, please state this information along with a phone number so that the inspectors may call to confirm, if necessary. Inspections are generally conducted from 8:30 a.m. to 4:00 p.m., Monday through Friday (except Thursday, when inspections will be from 9:45 a.m. to 4:00 p.m.). The building inspectors are available from 7:30-8:00 a.m. and 3:30-4:30 p.m. daily to answer questions, by phoning 614-410-4670.

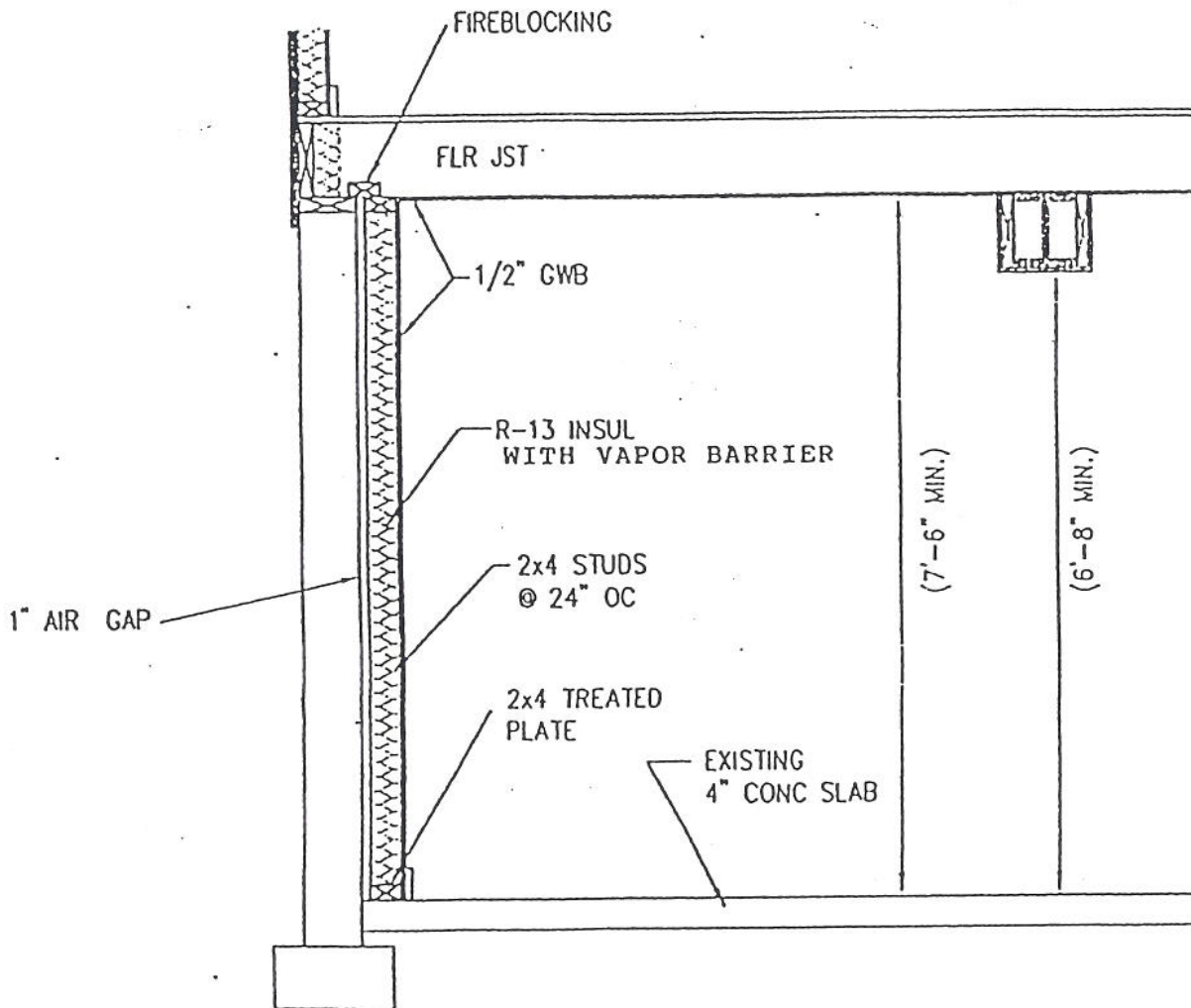
Occupancy

When all work has been completed (including floor finishes) the building inspector will issue a Certificate of Occupancy.

IF YOU HAVE FURTHER QUESTIONS ABOUT THESE PROCEDURES, PLEASE FEEL FREE TO CONTACT BUILDING STANDARDS AT (614)410-4670 FROM 8:00 A.M. - 4:00 P.M. MONDAY, TUESDAY, WEDNESDAY, AND FRIDAY AND 9:30 A.M. - 4:00 P.M. THURSDAY



Finished Basement Plan



FINISHED BASEMENT WALL SECTION 1/2" = 1'-0"

Ceiling heights in basements shall not be less than 7 feet 6 inches (2186 mm) clear, except under beams, girders, ducts or other obstructions where the clear height shall be 6 feet 8 inches (2032 mm).

- (a) All building prior to December 19, 1983 is exempt from this requirement.
- (b) All buildings built between December 19, 1983 and June 19, 1995 shall have a ceiling height in basements of not less than 6 feet 8 inches (2032 mm) clear except under beams, girders, ducts or other obstructions where the clear height shall be 6 feet 4 inches (1930 mm).



Application For Residential Building Permit

Building Standards
5800 Shier Rings Road
Dublin Ohio 43016-1236
Phone: (614) 410-4670
Fax: (614) 410-6566

Property	Auditors Taxing District _____ Parcel Number _____ Subdivision _____ Lot Number _____ Address of Property _____		
Applicant	Applicant Name: _____ Phone: _____ E-Mail: _____ Owner Name: _____ Phone: _____ Owner Address: _____ Contractor Name: _____ Phone: _____ Contractor Address: _____		
Property Information	Type of Improvement: <input type="checkbox"/> New House <input type="checkbox"/> Addition <input type="checkbox"/> Remodel <input type="checkbox"/> Deck <input type="checkbox"/> Shed <input type="checkbox"/> Pool <input type="checkbox"/> Hot Tub <input type="checkbox"/> Screened Porch <input type="checkbox"/> Other _____ Description of Work: _____ _____		
Property Information	Estimated Cost of Construction: Number of Bedrooms: _____ Number of Baths: _____ Building Height: _____ Fire Sprinkler: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, NFPA Ref. No. _____	HVAC System Type: <input type="checkbox"/> New <input type="checkbox"/> Existing Fuel Type: <input type="checkbox"/> Oil <input type="checkbox"/> Natural Gas <input type="checkbox"/> L.P. Gas <input type="checkbox"/> Electric <input type="checkbox"/> Solar <input type="checkbox"/> Other _____ No. of Gas Appliances/Unit _____	Electric <input type="checkbox"/> Less than 200 Amp <input type="checkbox"/> 200 Amp to less than 400 Amp <input type="checkbox"/> 400 Amp to less than 600 Amp Water <input type="checkbox"/> Public Water <input type="checkbox"/> Private Water Sewer <input type="checkbox"/> Public Sewer <input type="checkbox"/> Private Sewer
Signature	<p>The owner of this building and the undersigned, do hereby covenant and agree to comply with all the laws of the State of Ohio and the Ordinances of this jurisdiction, pertaining to the building and the buildings, and to construct the proposed building or structure or make the proposed change or alteration in accordance with the plans and specifications submitted herewith, and certify that the information and statements given on this application, drawings and specifications are to the best of their knowledge, true and correct.</p> <p>_____</p> <p style="display: flex; justify-content: space-between;"> Applicant's Printed Name Applicant's Signature </p>		
Office Use	Area: Basement: _____ 1 st Floor: _____ 2 nd Floor: _____ Garage: _____ Deck: _____ Other: _____	Application Number: _____ Issuing Authority: _____ Issuing Date: _____ Edition of the Residential Code: _____	Date Received: _____