

**CITY OF HURON**  
**RESIDENTIAL BUILDING PERMIT**  
**APPLICATION PACKET**

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RETURN THE COMPLETED APPLICATION AND ALL  
REQUIRED DOCUMENTS AND PLANS TO THE CITY OF  
HURON PLANNING & ZONING OFFICE. WE REQUEST  
PLANS IN HARD COPY AND PDF

417 MAIN STREET

HURON OH 44839

419-433-5000 EXT. 1302

[zoning@huronohio.us](mailto:zoning@huronohio.us)

**HURON TOWNSHIP  
BUILDING DEPARTMENT  
RESIDENTIAL**

The following is the procedure being used when applying for a building permit for a residential project within the Huron Township Building Department jurisdiction. (Huron Twp., Bay View Village, Berlin Village, Castalia Village, City of Huron, Groton Twp., Milan Village, Margaretta Twp., Oxford Twp.) This procedure outlines your responsibility and the Building Department's timetable for the issuance of your permit.

The procedure is as follows:

1. The applicant shall secure the building/electrical permit application at the Building Department Office, 1820 Bogart Road, Huron, Ohio, [tboos@hurontwp.org](mailto:tboos@hurontwp.org), [www.hurontwp.org](http://www.hurontwp.org), or call (419) 433-2755. The permit application shall be returned to the office either personally or by mail. You are required to apply for your plumbing permit from the Erie County Health Department, Sandusky, Ohio.
2. All applicable questions on the permit must be answered fully and all required information must be submitted. If you find a question that is confusing or you don't know how to answer, please contact the Building Dept. office for assistance.
3. Your permit application will be reviewed by the Department within FIVE (5) work days from our receipt of the completed application. If there are questions, a problem is found with your application, or all the required information is not submitted as required, you will be contacted within this FIVE (5) day review period.
4. **After your permit is issued, there are several "benchmarks" or important inspections required by the Department.** These can be found on the "Required Inspections" section of this application packet. It is ultimately the owner's responsibility to assure that these inspections are performed.
5. If your project is within Huron Township, pay particular attention to the section of the application that asks about the driveway or street opening. Before any work is done in the right-of-way, you are required to secure a "street opening" permit from the applicable jurisdiction. Also, you are responsible for your mailbox. It must be installed using a "breakaway" design.
6. If, at any time during this procedure, you have a question or a problem arises, do not hesitate to contact this office at the above phone numbers.
7. This application requires TWO (2) complete sets of plans. **These are listed in the 2019 Ohio Residential Code, Section 106.** This includes but not limited to; index, all fire ratings, site plan, Flood Plan information (if located in a flood zone), any accessibility plan, floor plans (showing door swing, basements, crawl space, ramps, windows, shafts, room size), Exterior wall envelope, completed cross-sections, structure details, plumbing, electrical and mechanical layout

# HURON TOWNSHIP BUILDING DEPARTMENT REQUIRED INSPECTIONS

The following inspections are required by the Building Department. It is ultimately the owner's responsibility to notify the Department when the work is ready for inspection however, this notification will usually come from the contractor. The phone number of the Building Department is (419) 433-2755 and it is open from 7:00 AM – 3:00 PM Monday thru Friday. When you contact the Department for an inspection, we have four days to inspect the work.

The inspections are as follows: Section 108 of the 2019 O.R.C.

1. Footers after the excavation is prepared and the footers are formed but before they are poured. For this inspection all permanent lot line markers are required
2. Foundations the foundation wall is being constructed all required reinforcing steel is in place.
3. Concrete Slab and Under-floor inspection - After in-slab and under-floor reinforcing steel and building service equipment is in place.
4. Framing/HVAC - Before insulation/drywall while the walls are open and after electrical and plumbing has been approved.
5. Lowest Floor Elevation - Elevation certification required in Section 322 shall be submitted
6. Fire-resistant penetrations - Protection of joint and penetrations in fire-resistant-rated assemblies shall not be concealed from view until inspected and approved
7. Energy efficiency inspections - Compliance with Chapter 11 - Such as but not limited to, R-values and U-values, Duct system R value, caulking/sealing of opening, and water heater equipment efficiency.
8. Testing of building service equipment - Inspection of all building service equipment to ensure that it has been installed. Includes but not limited to, mechanical heating and ventilating systems, mechanical exhaust systems, fire protection systems, and electrical systems, including Blower Door and Ductwork Blast Tests.
9. Other inspections any other inspections required by the Building Official to assure compliance.
10. Compliance / Final Occupancy - before the residence is occupied and after all aspects of the project are complete, including but not limited to; all plumbing and electrical is completed, all smoke detectors are in place and operable, and sump pumps and other storm drainage is properly discharged. (Storm water must not be disposed of in the sanitary sewer system). Blower door test submitted to the Bldg department.

In addition, electrical inspections including but not limited to temporary, underground, rough-in service and final inspections. **Calling an inspector without a permit will cause a 200% penalty to be enacted.**

Electrical Inspectors: Greg Capucini 419-656-3108  
Steve Ritzenhaler 419 357-1006

**HURON TOWNSHIP  
BUILDING PERMIT APPLICATION**

Jurisdiction: Huron Twp.  Huron City  Milan Village  Berlin Village  Margaretta Twp.   
Oxford Twp.  Castalia Village  Bay View  Groton Twp.

**Property Owner:**

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: (\_\_\_\_\_) \_\_\_\_\_

**Contractor:**

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: (\_\_\_\_\_) \_\_\_\_\_

**Location of Project**

Street Address: \_\_\_\_\_  
Lot #: \_\_\_\_\_  
Parcel #: \_\_\_\_\_

**DESCRIPTION:**

Addition/Remodeling       Renovation       Other   
Building Use: Residence    Single Family    Two Family    Three Family   
Detached Accessory Building    Other: \_\_\_\_\_  
Area of Project: \_\_\_\_\_ sq. ft. (round up to the next 100 sq. ft.)

**ZONING**

**If the project is in any jurisdiction, (other than Huron Township), an approved zoning certificate must accompany this application.**

**Has the zoning certificate been issued by the appropriate jurisdiction and is it attached to this application?      YES       NO**

**Huron Township's project only fill in setback questions below:**

**Setbacks:** (Required for all new structures and additions)  
Front Yard: \_\_\_\_\_ ft. (for new structures only)  
Front yards of adjoining structures: right \_\_\_\_\_ ft. left \_\_\_\_\_ ft.  
Side Yards: right \_\_\_\_\_ ft. left \_\_\_\_\_ ft.  
Rear Yard: \_\_\_\_\_ ft.

**(All of the above measurements shall be from the property line)**

**Overall height of the proposed structure: \_\_\_\_\_ ft from final grade**

**Flood Zone** of the Subject Property:    A     X

Must comply with Section 106.2.1 of the 2019 Ohio Residential Code

**What permits are being applied for:**

Structural  Electrical  Temporary Electric

Value of the Work being Done:(excluding the lot) \$\_\_\_\_\_

**\*For all jurisdictions, two (2) complete sets of plans, including but not limited to, electrical and mechanical, Energy Code Compliance, J-load, specs for a new furnace, AC, and fireplace, and a site plan.**

**CONSTRUCTION DETAILS:**

**FOOTERS**

Size of Footers: \_\_\_\_\_" x \_\_\_\_\_" Depth of footers below final grade: \_\_\_\_\_"  
Reinforcing bars: yes  no

**FOUNDATION WALL**

Block  size of block \_\_\_\_\_"  
Reinforcing  #4  #5  #6  bars \_\_\_\_\_" o/c  
No Reinforcing  Explain: \_\_\_\_\_

Wall Height \_\_\_\_\_ inches

Poured Concrete  thickness of wall: \_\_\_\_\_"  
Reinforcing Bars  #4  #5  #6   
every \_\_\_\_\_"  
No Reinforcing  Explain: \_\_\_\_\_

Anchor Bolts: (required 6" on center and within 12" of corners)

Does anchor bolt installation meets or exceed Code: yes  no

Depth of unbalanced fill\* against the foundation wall: \_\_\_\_\_ inches/feet  
\*(difference of the height of the interior floor and exterior grade)

**GENERAL FRAMING**

Are all the floor supports (beams and columns) properly secured to avoid displacement? Yes  No

**Floor System:**

**1<sup>st</sup> Floor**

Joist Dimension: \_\_\_\_\_" x \_\_\_\_\_" \_\_\_\_\_" on center Longest clear span of joist: \_\_\_\_\_ feet  
Joist Hangers yes  no  (if no, explain how the joist is secured: \_\_\_\_\_  
Deck Material: \_\_\_\_\_

**2<sup>ND</sup> Floor:**

Joist Dimension: \_\_\_\_\_" x \_\_\_\_\_" \_\_\_\_\_" on center Longest clear span of joist: \_\_\_\_\_ feet  
Joist Hangers yes  no  (if no, explain how the joist is secured: \_\_\_\_\_  
Deck Material: \_\_\_\_\_

**Walls:**

Framing Lumber Dimension \_\_\_\_\_" x \_\_\_\_\_" \_\_\_\_\_" on center  
Exterior Sheathing: \_\_\_\_\_



3. Will all enclosed accessible areas under stairways be covered with at least one (1) layer of ½” drywall?  
yes  no
  
4. If there is an attached garage, is it completely separated from the residence with at least one (1) layer of ½” drywall and are all communicating doors rated for at least ½ hour? yes  no
  
5. Is there a driveway opening, mailbox, or any other type of opening planned for the right-of- way area.  
yes  no  --**CUTTING OF THE CURB IS ONLY PERMITTED WITH THE PROPER PERMIT FROM APPLICABLE JURISDICTION**
  
6. Any connection to the Huron Township storm sewer system can only be done with prior approval of the Huron Township Road Department

**Completely explain each “no” answer in the LIFE SAFETY section.**

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**Contractor Registration:**

**Each contractor/sub-contractor doing work in Huron Township, the Village of Milan, or Milan Township is required to be registered with Huron Township under their specific trade or as a General Contractor**

**Please give a complete list of all Sub-Contractors for this project:**

**Structural:** \_\_\_\_\_  

Name	Address	Phone
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**Footer/Foundation:** \_\_\_\_\_  

Name	Address	Phone
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**Electrical:** \_\_\_\_\_  

Name	Address	Phone
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**HVAC:** \_\_\_\_\_  

Name	Address	Phone
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**Interior Finishes:** \_\_\_\_\_  

Name	Address	Phone
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**DO NOT WRITE BELOW THIS LINE**

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**Zoning: (Appropriate Zoning Inspector)**

Approved  Denied

Zoning Inspector: \_\_\_\_\_

Date: \_\_\_\_\_

## Huron Township Building Department

1820 Bogart Rd.

Huron, OH 44839

### ENERGY COMPLIANCE STATEMENT GUIDE AND WORKSHEET

Energy compliance documents are a required submittal with all New Homes, Residential Additions, and Major Residential Renovations. Documents may be a single sheet statement (a worksheet is provided on page 2 of this document for your convenience) with: Name, Address, Method chosen and your actual proposed design criteria that shows you meet or exceed requirements.

There are several energy methods from which to choose:

1. U A Alternative – (REScheck) from IECC 402.1.4 or the RCO 1102.1.3 (downloadable program)
2. PERFORMANCE- (REMrate) from IECC Section 405 (downloadable program)
3. ENERGY RAINING INDEX - (ERI) from the RCO chapter 1106
4. PRESCRIPTIVE – from the IECC chapter 4 or the RCO Chapter 11 (see worksheet)
5. OHBA option #1 or option #2 – from the RCO Section 1105 (see worksheet)

The following steps will help guide you thru the U A Alternative method.

1. Go to [www.energycodes.gov](http://www.energycodes.gov) and download REScheck program. (This is a free download and very quick)
2. The opening page will display a toolbar. Click on the option CODE. Click on latest version IECC.
3. There are 3 tabs on this page: Project: Envelope: Mechanical
  - a. Project fields are Name, Address, Job Description, etc
  - b. Envelope fields are user friendly. Follow the prompts with the requested information. (Note: gross area equals square footage; cavity refers to the R-Value of the insulation you are installing in the cavity; continued refers to the R-Value (if any) of the panels, sheathing, etc.; the manufacturer supplies U-Values for doors and windows.)
  - c. Mechanical fields are HVAC related.
4. When the fields are completed, click back to the project tab to allow the information to register. Check the bottom of the page to verify that compliance has passed. If



compliance has not passed, adjust R-Values and/or HVAC efficiency to meet compliance.

5. Click on 'file', then choose 'view/print report' to review or print a hard copy. Choose 'Save Report' to save a copy of your Report. Choose 'Email Report' to email your report. Be sure that these 3 checkboxes are marked: Compliance Certificate, Inspection Check List, and Panel Certificate.
6. Note that the submitted compliance statement must be true representation of the actual finished project and is subject to inspection.

**NOTE:**

Some Lumber Supplies, Insulation Contractors, or Mechanical Contractors will supply this compliance statement for their customers.

# 2019 RESIDENTIAL CODE OHIO ENERGY COMPLIANCE PATH OPTIONS FOR CLIMATE ZONE 5

Compliance shall be demonstrated by meeting the requirements of one of the following (6) options:

Submit a: UA Alternative (RES v) OR Performance (REM v) OR Energy Rating Index (ERI) OR use one of the three options below

Description	To use as a submittal form, check box of choice and <i>infill right column</i>			Proposed Values (must meet or exceed chosen path) fill in
	<input type="checkbox"/> Prescriptive Per 2018 IECC/RCO 1102 new homes and additions	<input type="checkbox"/> RCO 1112 OHBA #1 NEW HOMES ONLY	<input type="checkbox"/> RCO 1112 OHBA #2 NEW HOMES ONLY	
Minimum Fenestration U-Factor (all windows) Lower U-factor values are better values	0.3	0.32	0.32	
Skylight Fenestration	0.55	0.60	0.60	
Ceiling R Value R-49, or R-38 if Raised Heals at eaves	R-49 or 38 W/ RH	R-49 or 38 W/ RH	R-49 or 38 W/ RH	
Wood Framed cavity walls R Value, continuous is foam sheathing	20 or 13 + 5 continuous	15 or 13 + 3 continuous	13	
Mass Wall R Value (ie. above grade walls of concrete, block, ICF, logs, etc.) R-13 when on exterior.	13 or 17	13 or 17	13 or 17	
Framed Floor R value (ie. above garage, below cantilever)	30	30	30	
Basement Wall R Value, R-10 continuous or R-13 cavity	10 or 13 (full hgt of wall)	10 or 13 (top 4 ft)	10 or 13 (top 4 ft)	
Slab R Value, vertical or horizontal	10 @ 2 ft	10 @ 2 ft	10 @ 2 ft	
Crawl Space wall R Value, top 4' Minimum, R-10 continuous or R-13 cavity	10 or 13	10 or 13	10 or 13	
Blower Door Test is mandatory for all at 5ACH max @50p.	Yes (additions and alterations are exempt)	Yes	Yes	
Ducts must be tested for tightness (IECC 403.22), if not within conditioned space	Yes or NA	Yes or NA	Yes or NA	
Supply ducts in attic shall be sealed and insulated to a minimum of R8 & leak tested	R-8 or NA	R-8 or NA	R-8 or NA	
Mechanical ventilation required-I.E., fresh air to furnace energy recovery exhaust fan(s) <input type="checkbox"/> , or some combination of bath, kitchen exhaust with timer control -state at right	Yes	Yes	Yes	state method(s)
Access doors from conditioned spaces to unconditioned space shall be weather-stripped	Yes	Yes	Yes	Yes
Circulating hot water systems piping shall be insulated to at least R- per Section 1103.4	R-3 (all)	R-2 first 5 ft	R-2 first 5 ft	
Mechanical system piping (fluids above 105 F or below 55 F) must be insulated to a minimum of	R-3 or NA	R-3 or NA	R-3 or NA	
Minimum percentage of high efficacy lighting fixtures	90%	90%	90%	90%
Programmable thermostat required	Yes	Yes	Yes	Yes
Permanent certificate shall be posted on the electrical panel	Yes	Yes	Yes	Yes
Furnace Efficiency Rating	Equipment Sizing shall meet Section M1401.0 of the IRC			%
Air Conditioner SEER Ratio				SEER

**Project address:** \_\_\_\_\_ **Owner or representative:** \_\_\_\_\_

Please upload this document to your online Building Department account