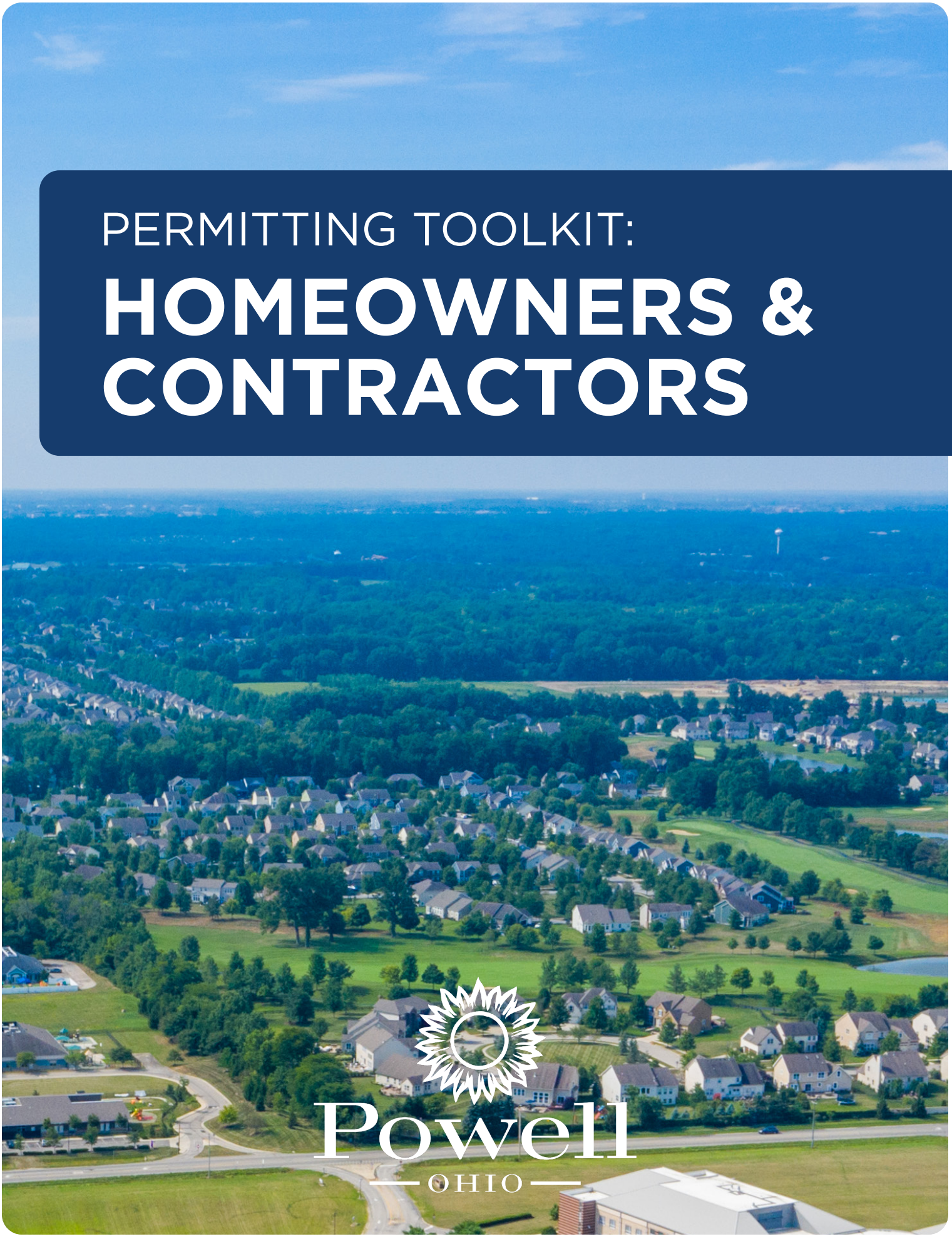
PERMITTING TOOLKIT:

HOMEOWNERS & CONTRACTORS



Powell
OHIO

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Toolkit Overview

Introduction

This guide is intended to help homeowners and contractors with the permitting process for residential (1-, 2-, and 3-family unit) projects. New buildings, additions, renovations, accessory structures, pools, fences, driveways, and other similar projects require a permit before work can begin. This ensures that your project is safe and up-to-date with all city, state, and federal codes. **Please help keep Powell safe by getting permits for every home project.**

All permits are available through the City's online portal, OpenGov powelloh.portal.opengov.com. If you have a question on whether a permit is needed or on a specific permit itself, please contact staff at 614-885-5380.

Where do I file for permits?

All building, zoning, and engineering permits are available online through the City's portal, OpenGov. This allows you to submit permits, pay fees, track review status, schedule inspections, and contact staff through your account.

For homeowners, if you've used OpenGov in another community then your same login will work for Powell. If you're new to OpenGov, select the "Sign-up" button in the upper right corner of the public portal to register your account.

For contractors, if you've used OpenGov in another community then your same login will work for Powell. Enter your account info using our link to begin submitting permits. If you're new to OpenGov, select the "Sign-up" button in the upper right corner of the public portal to register your account.

Permit Fees

Fees for all permits and applications are adopted on an annual basis as part of the City's fee schedule. These fees are automatically assessed for your permit based on the project details provided when you apply. For the full list of fees, please refer to the appropriate department's page in the fee schedule.

KEY NOTE: BBS FEES

The Ohio Board of Building Standards (BBS) collects an additional fee on all Building Department permits or services. These are collected to fund the Board's administration and enforcement of the state building code. Residential projects are charged an additional 1% of the City's fees for all building, electrical, fuel gas piping, and HVAC / mechanical permits.

Permit Processing

What requires a permit?

Most projects require the review and approval of permits. The chart below provides a few typical projects and if a permit is required before work can begin. Multiple departments may review your permit to ensure compliance with all applicable regulations. **All permits, regardless of the project, require inspections when the work is complete.**

Type of Work	Permit Required?	Permit Type
Addition	Yes	Residential Building Permit
Cabinet or Counter Installation	No	-
Deck	Yes	Residential Building Permit
Demolition	Yes	Demolition Permit
Driveway (new & replace)	Yes	Driveway / Walkway Permit
Electrical Work Only	Yes	Electrical Permit
Fence (new & replace)	Yes	Fence Permit
Finish Basement or Attic	Yes	Residential Building Permit
Garage (detached)	Yes	Residential Building Permit
Garage Door Installation (overhead)	No	-
Gazebo / Pergola	Yes	Over 200 sq.ft. - Residential Building Permit Under 200 sq.ft. - General Zoning Permit
Generator	Yes	Electrical Permit
Home Business	Yes	Home Occupation Permit
New House	Yes	Residential Building Permit
Painting (interior or exterior)	No	*See Zoning: General Requirements if painting exterior in Downtown Powell
Patio (new & replace)	Yes	General Zoning Permit
Plumbing Work	Yes	See Delaware Public Health District
Porch or Exterior Stairs	Yes	Residential Building Permit
Remodel Kitchen or Bath	Yes	Residential Building Permit
Replace or Modify AC or Furnace	Yes	Mechanical / HVAC Permit
Replace or Modify Electric Panel	Yes	Electrical Permit
Replace Flooring (carpet, tile, etc.)	No	-
Retaining Wall	Yes (over 4 ft. tall)	Residential Building Permit
Roof Replacement	Yes	Residential Building Permit
Shed / Storage Structure	Yes	Over 200 sq.ft. - Residential Building Permit Under 200 sq.ft. - General Zoning Permit
Sidewalk / Walkway	Yes	Driveway / Walkway Permit
Solar Energy System	Yes	Residential Building Permit
Swimming Pool or Hot Tub / Spa	Yes	Residential Building Permit

Permit Processing Cont.

Work without a Permit

Failure to obtain a permit before beginning work on a residential project is considered a code violation. **The property owner is held responsible for this violation if a permit was not filed.** Any residential project applying for a building or zoning permit after work has begun will have their permit fees doubled. This is to ensure that work is safe and up-to-date with all city, state, and federal codes.

Contractor Registration

The City of Powell requires all general, subcontractor, electrical, mechanical, plumbing, fire protection, and other trade service contractors to register before filing for permits. **A registered contractor is required to file an application. Homeowners doing their own work are not required to register, but are still required to file permits.** Registration expires on December 31st of each year and can be renewed on an annual basis. Once you are registered with the City, your information will be saved to make renewing easy. The following information is required when you register each year:

- Certificate of Liability Insurance (naming the City of Powell as a holder)
- Copy of Workers Compensation Certificate
- Copy of State License (as applicable)
- Registration Fee: $75.00

If you have any questions on contractor registration, please contact the Building Department at 614-885-5380.



Inspections

All permits in the City of Powell require inspection to ensure the work is completed per the approved plans. Inspections may be required at the end or throughout the project depending on the scope of work. When you file a permit, you are responsible for requesting inspections when the work is complete. You may schedule inspections online through your OpenGov account or by phone at 614-802-1200. **Inspection requests received before noon online or by phone may be scheduled for the next day.** Please provide the following information if requesting an inspection by phone:

- Permit number
- Permit address
- Requested inspection(s)
- On-site contact's name and phone number



Inspectors will need access to the property or area for the inspection along with **approved construction documents** for reference. Please ensure the area to be inspected is accessible and all animals are put away. Documents may be provided in:

- A full-size printed copy.
- An electronic copy available on a tablet or laptop. **A smart-phone is not an acceptable electronic copy.**

Professional Services

Some of the drawings, documents, or materials may require assistance from an architect, engineer, or other design professional such as stamped or sealed drawings. Contractor's may provide these details as part of their work, however all information outlined is necessary to ensure your project is safe and compliant with all applicable codes. **Staff can provide guidance on the information needed for a permit but cannot make recommendations on who you should hire.** In Ohio, residential contractors are not required to be licensed so there is no database available to search for specific professionals. However, the City can verify if a contractor or design firm you are considering is registered with Powell prior to beginning a project.

KEY NOTE: BLANKET PERMITS

The City of Powell uses blanket permits which includes all associated reviews and inspections. Separate trade permits are not required and instead would be included in the primary permit review. For example, a new natural gas generator would only need to apply for an Electrical Permit which will include the gas line review and inspection.

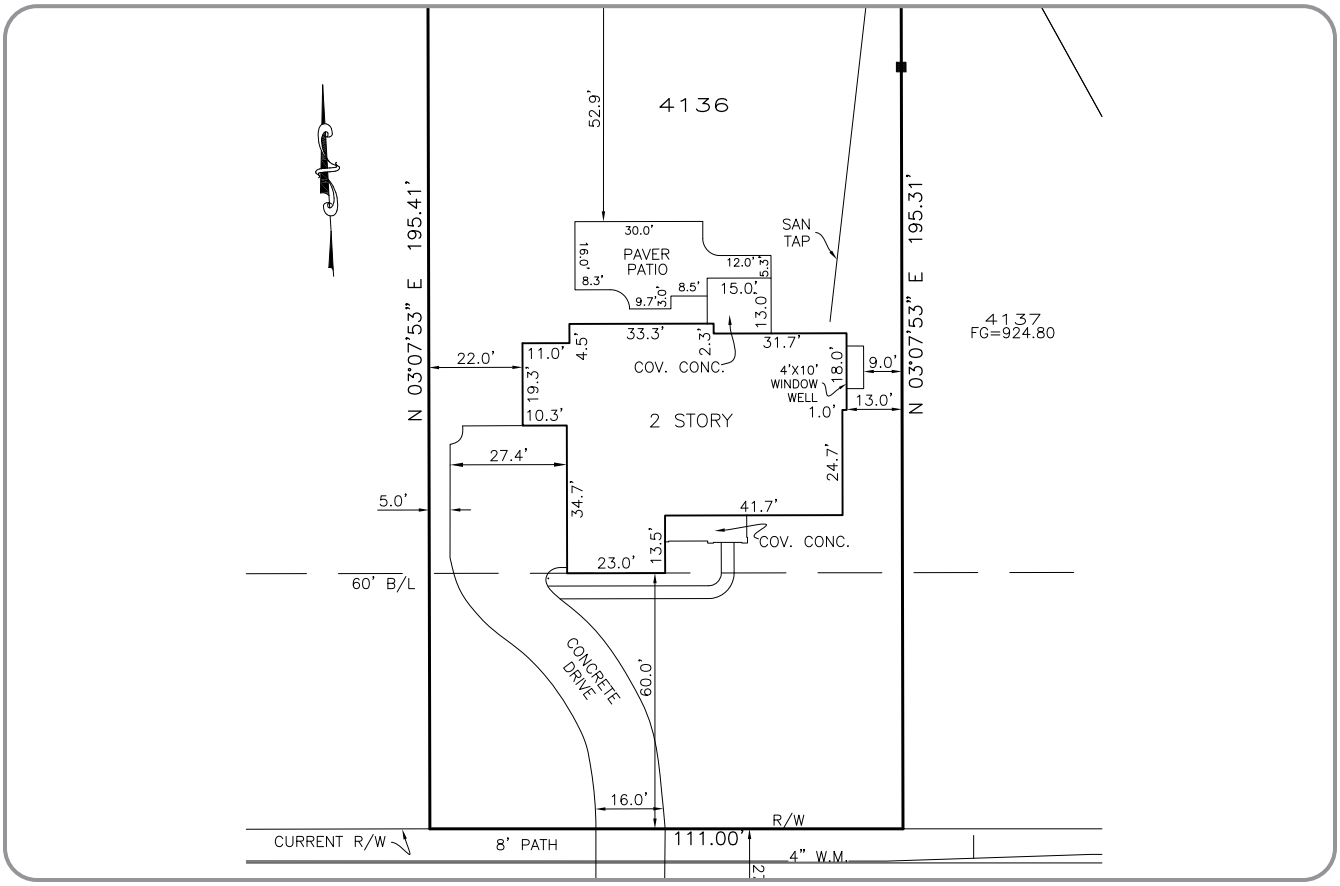
Building: General Requirements

Application Details

Depending on your project, you will need to file for at least one of the City's permit applications. A description of each permit is provided on the City's online portal, OpenGov. The application will walk you through all the information needed for staff to review your project including any necessary attachments such as construction drawings, site plan, etc. **The City no longer accepts paper applications.**

Site Plan

A site plan or plot plan of your property is required for all permit applications unless the work is inside the home. You may find a copy of your plot plan with your mortgage documents, through the Delaware County Recorder's Office, or by contacting the City for a copy. The plan must show the property lines, all existing and proposed structures, the measurements of any proposed structures, and the distance to the property lines and existing structures from your proposed project. An example site plan is provided below.



Drawings and Documents

All supporting construction drawings and documents shall be legible and have all required details to describe the proposed project, location, materials, and intended use.

Building: Specific Details

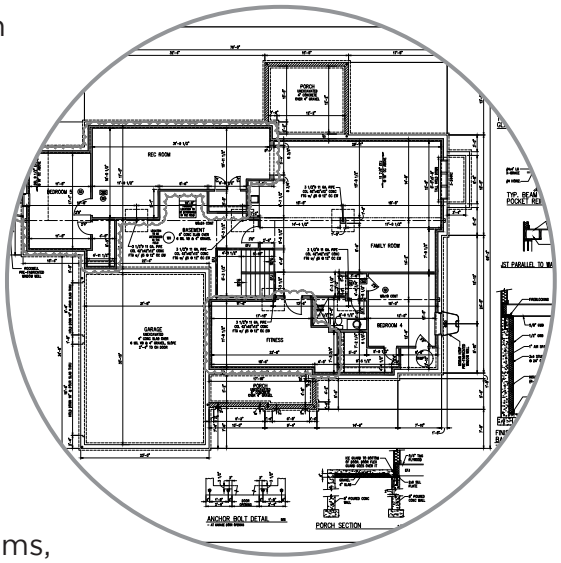
The list of permit details is intended to help outline the information needed for a permit application. This is not an exhaustive list and you may be asked for more information after you submit your application. Depending on your project, some information may not be required. If you have questions on required documents or details, please contact the Building Department at 614-885-5380.

New Homes / Additions / Remodels or Renovation / Decks / Accessory Structures

Exterior Elevations: North, east, south, and west views of the home or structure. Show all existing and proposed details with measurements.

Footer / Foundation Plan: Show the size, depth, reinforcement methods, and measurements for all details.

Floor Plans: Show the following information based on your project



- Show new and demolished walls including measurements.
- Show window and door opening locations, sizes, and supporting details.
- Show stair details, locations, distances, and measurements.
- Show all header sizes, spans, and locations.
- Show all beam and floor joist sizes, spans, locations, and spacing.
- Show all specifications for engineered lumber, beams, headers, joists, trusses, etc.

Trade Work: Trade permits are only required for standalone projects (i.e., HVAC replacement, new light fixtures, etc.), show the following information based on your project

- Show all details and locations for new or modified HVAC or mechanical equipment.
- Show all details and locations for new or modified plumbing fixtures or equipment. Submit to the Delaware Public Health District (DPHD).
- Show all details and locations for new or modified natural gas fixtures or equipment.
- Show all details and locations for new or modified electrical fixtures or equipment.
- Provide all manufacturer specifications for equipment included in the scope of work.

Cross-Sections: Show all foundation, wall, floor, stair, and roof components including measurements.

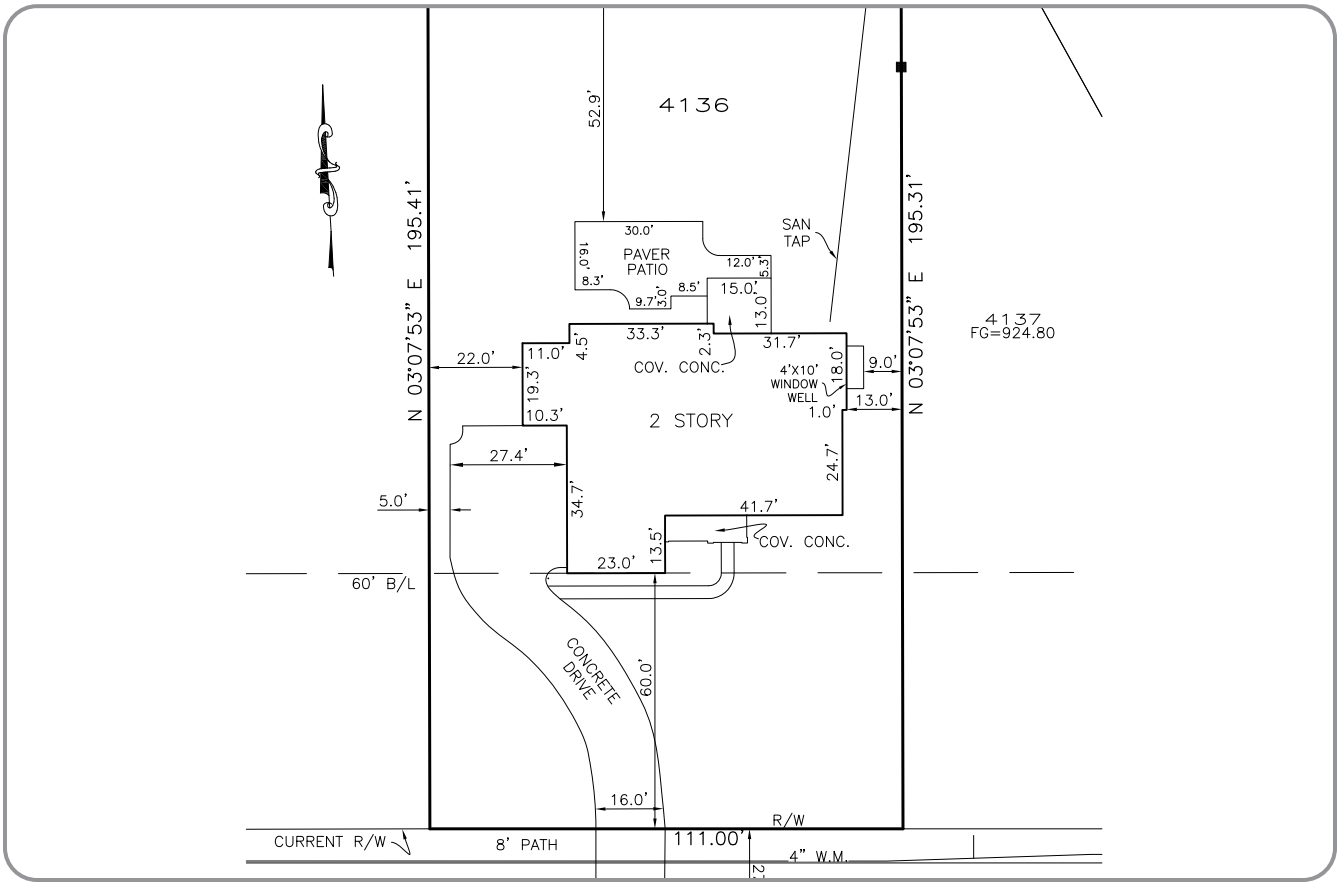
Engineering: General Requirements

Application Details

Depending on your project, you will need to file for at least one of the City's permit applications. A description of each permit is provided on the City's online portal, OpenGov. The application will walk you through all the information needed for staff to review your project including any necessary attachments such as construction drawings, site plan, etc. **The City no longer accepts paper applications.**

Site Plan

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Drawings and Documents

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Engineering: Specific Details

Driveway / Walkway Permit



Required for any new or replacement driveway / walkway.

- Show all existing and proposed hardscapes (driveway, sidewalk, etc.) with measurements.
- Show all distances from existing structures and property lines.
- Show all proposed material specifications including type, size, depth, and reinforcement methods.

Right-of-Way Permit

Required for any site (road, sidewalk, excavation, etc.) or utility (gas, water, sewer, electric, etc.) work performed in the public rights-of-way.

- Show the scope of work (i.e., repair, replacement, or new installation) details and anticipated start / completion dates.
- Show the impacted area and how the area will be returned to the original condition (i.e., fill, grass seed, etc.).
- Show how traffic will be maintained or redirected during working hours. This includes pedestrian and vehicular access for surrounding properties.

KEY NOTE: EASEMENTS

An easement is a legal right by a public or private organization to use a portion of your property for a specific purpose. These can be used for shared-use paths or sidewalks, utilities (water, sewer, gas, electric, etc.), drainage, or scenic / tree preservation. Most easements can be found on your individual property plot plan or through the Delaware County Auditor's GIS site on the neighborhood subdivision plat.

It is the property owner's responsibility to know the easements on their property. Any structure located in an easement can be removed by the organization for maintenance or repairs. It's encouraged to review these prior to filing a permit. **The City is only responsible for easements granted to Powell.**

KEY NOTE: FEMA FLOODPLAIN

Floodplains or flood hazard areas are designated, natural waterway areas identified by the Federal Emergency Management Association (FEMA). Any project proposed in a floodplain is required to comply with FEMA's development regulations. A separate floodplain permit is not required; however, you will need to provide all appropriate documentation when you file with the City.

It's encouraged to review FEMA flood maps, regulations, and the development permit prior to filing permits. Please visit FEMA's website for more information.

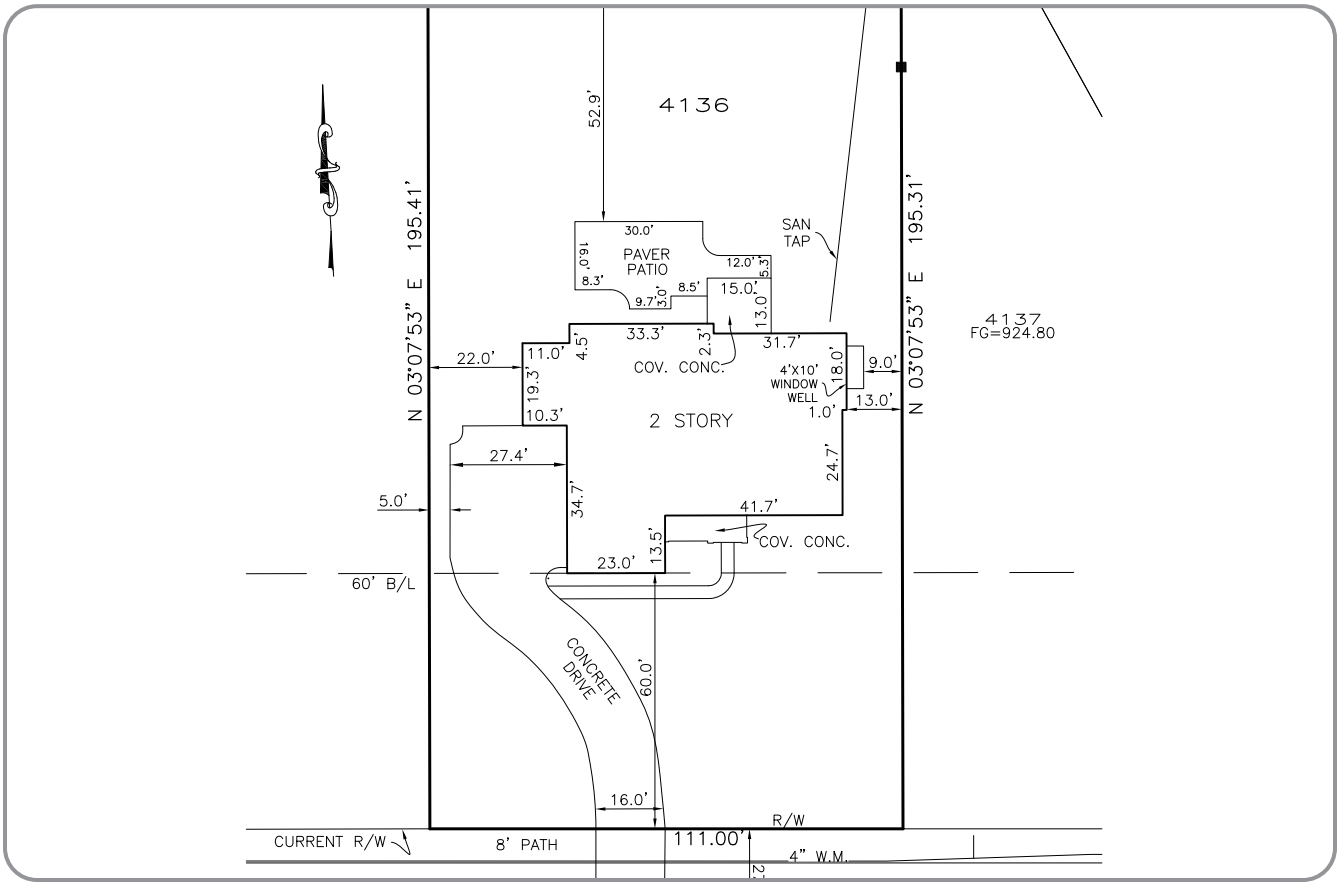
Zoning: General Requirements

Application Details

Depending on your project, you will need to file for at least one of the City's permit applications. A description of each permit is provided on the City's online portal, OpenGov. The application will walk you through all the information needed for staff to review your project including any necessary attachments such as construction drawings, site plan, etc. **The City no longer accepts paper applications.**

Site Plan

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Drawings and Documents

All supporting construction drawings and documents shall be legible and have all required details to describe the proposed project, location, materials, and intended use.

Historic District

The City of Powell established a local historic district to protect the distinct character of many downtown properties. Outlined in the map below, the district contains additional regulations and guidelines for structures that contribute to the historic character.

Certificate of Appropriateness

The Certificate of Appropriateness is a required review by the Planning and Zoning Commission for reviewing exterior changes to contributing (historically significant) properties in the historic district, see **Section 1114.02**. This is intended to ensure that the design of historic buildings is preserved and that any exterior modifications comply with the Downtown Design Guidelines.

Site Plan: Show the proposed project including property lines, adjacent property owners, required setbacks, and other similar information.

Building Elevations: Show initial context for existing and proposed building design including height, materials, architectural elements, and other similar information.

Statements: Provide the following statements related to your project

- Explanation of how the proposed project complies with the review criteria identified in **Section 1114.02.d** of the Powell Codified Ordinances (PCO).
- Other statements on the proposed project that will help with the review.



Zoning: Specific Details

General Zoning Permit

Required for sheds / storage structures, patios, freestanding decks, or other structures not needing a building permit.



- Show all existing and proposed structure locations including distances from the home and property lines.
- Show all proposed material details including type and color (if applicable).
- Show all structure details including size, depth, and distances for foundations, posts / walls, and roofs.
- Show the overall height of proposed structures as measured from grade (ground where the structure will be installed).

Fence Permit

Required for any new or replacement fence installation.

- Show all existing and proposed fence locations including distances from existing structures and property lines.
- Show all fence details including height, material, fence type, and gates or openings.

KEY NOTE: HOA CC&Rs

If you are located in a homeowner's association (HOA), your neighborhood may have additional codes, covenants, and deed restrictions (CC&R). It's encouraged to review these prior to filing a permit as they may have additional regulations or standards for what's permitted in your neighborhood. **The City is not responsible for administering or enforcing association CC&R's.**

Home Occupation Permit

Required for any home business which will be operated by the homeowner.

- Provide the area (square feet) of the home intended for the home occupation.
- Provide a detailed description of the intended use or business including hours of operation.

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Resources / FAQ

This guide serves as an overview to the development and permitting process. However, there may be additional questions or clarification regarding what is needed to file an application. City staff are available to assist with the process, please contact the main line at 614-885-5380 to get in touch with the right staff member.

The City also has resources available online. Provided below are helpful links to codes, standards, or guidelines that will inform what is needed when preparing your application.

Code Links

Building Codes: All current state codes are available on the City's website or directly through the links provided.

codes.iccsafe.org/codes/united-states/ohio



Engineering Code: All current city codes are available on the City's website or directly through the links provided.

library.municode.com/oh/powell/codes/code_of_ordinances?nodeId=PTNINESTUTPUSECO



Zoning Code: All current city codes are available on the City's website or directly through the links provided.

library.municode.com/oh/powell/codes/code_of_ordinances?nodeId=PTELEVENPLZOCO



KEY NOTE: INTERACTIVE MAP

The City maintains an interactive map that displays city, county, and other regional or state data. Information such as zoning districts, floodplain areas, property lines, subdivision boundaries, and approximate utility locations are all available for reference. **View the map to learn more about the City of Powell.**

FAQ

Do I need a permit if I'm replacing something like-for-like (i.e., fence or driveway)?

Yes, even if a project is replacing something with the same materials and location, it still requires a new permit.

How long does it take to review a building permit?

The Residential Code of Ohio (RCO) allows up to 30 calendar days to review and respond to a building permit. This may be expedited if all information is provided when the initial permit is filed. If more information is needed, the Building Department will outline what is required before a permit can be approved. It is typical for most residential projects to require at least two rounds of review before a permit can be issued.

When does my building permit expire?

A building permit expires if work (plan review, inspections, etc.) has stopped for 12 months. A property owner or authorized agent can extend the expiration one time for an additional 12-months if request is provided in writing at least 10 days before the permit expiration. A permit extension fee is required with the written request.

How long does it take to review an engineering permit?

Most permits can be reviewed and approved, if all information is provided, within 10-15 business days.

When does my engineering permit expire?

Most engineering permits expire 12 months from the date of issuance.

How long does it take to review a zoning permit?

Most permits can be reviewed and approved, if all information is provided, within 7-10 business days.

When does my zoning permit expire?

Most zoning permits expire 12 months from the date of issuance.