

Building Permits:

Multi-family (4 units or more) & commercial construction projects will require a building permit. These permits are issued by our department, which administers the Ohio Building Code (OBC) in unincorporated portions of Ross County. The OBC addresses new construction, alterations, and changes in use on projects not involving new single family residential dwellings.

The following is a checklist of items to be submitted for a building permit.

- * Two (2) sets of plans, with signature and embossed seal of Architect or Engineer of Record. (one of these will be returned to you for use on the jobsite).
- * A completed and signed Building Permit Application.
- * A Conformance letter, signed by the Architect or Engineer of record. This is found on the back of the Building Permit Application. (or the correct language can be spelled out on the plans).
- * Storm water management & access management stamp of approval from the Ross County Planning Department.
- * Truss plans. (if applicable)
- * Site plan showing exact location of proposed building with information on setbacks, etc.
- * Check in the correct amount, made payable to **Ross County Building Department**.

Manufactured Home Installation Permits:

The State of Ohio has adopted new laws and rules that regulate the installation of manufactured homes and the installation of foundations for manufactured homes. As a

purchaser of a manufactured home, you need to be aware of these laws and rules. The Ohio Manufactured Homes Commission (OMHC) Is charged with enforcing these laws pursuant to ORC Chapter 4781. The Manufactured Home Installation Permit is issued by our Department at a cost of \$575.00.

PLEASE ALLOW 7-10 DAYS FOR PROCESSING OF ALL PERMITS.

House Numbering:

House numbering in Ross County is determined by the nearest driveway or cross road from which you can measure to the new driveway. This measurement must be accurately measured in feet. It is then calculated into a new address. Our numbering system is helpful to emergency squads, police, sheriff, and fire departments, in case of any type of emergency, they would be able to locate you, knowing what intersections you were between. A house number is required by the Ross County Water Co. prior to obtaining a water tap. To obtain a new address, please call us with the above information.

Access (Driveway) Permits:

If you are constructing a new driveway on a township or county road you must contact the Ross County Building Department for an access permit. This permit fee is \$35.00 and is designed to assure new driveways do not impair the flow of stormwater drainage along county roads. Permits for driveways along U.S. and state highways are issued by the Ohio Department of Transportation.

Floodplains:

If you are planning a project near a watercourse, you must check with the Ross County Floodplain Administrator before proceeding. Doing this is important, since it may affect your ability to get other permits, financing insurance, etc.... Federal law requires that Ross County carefully monitor and control development in floodplains.

Home Sewage and Well Permits:

The Environmental Health Division of the Ross County Health District. must approve installation of home sewage systems and wells.

Zoning:

Buckskin and Deerfield Townships have zoning resolutions, which govern land use and development in their jurisdictions. In addition, the county administers airport zoning in the vicinity of the Ross County Shoemaker Airport. Anyone planning to build or develop property in these areas should contact the appropriate zoning office before proceeding.

Subdivision of Property:

Subdivision of property, Subdivision Regulations, Storm water management and access management review and submission requirements are handled through the Ross County Planning Department. There are various rules and regulations that should be followed. All subdivision issues or questions should be directed to the Planning Department.

ROSS COUNTY DEVELOPMENT AGENCIES KEY CONTACT LIST

Ross County Building Department
FloodPlain Administrator
House Numbers
Building Permits
Manufactured Home Installation Permits
740-773-7200

Ross County Planning Department
Ross County Planning Commission
Ross County Fair Housing Agent
740-702-3008

Ross County General Health District,
Division of Environmental Health
740-775-1158

Ross County Engineer
740-702-3130

Natural Resources Conservation Service
740-772-4110

ODOT, District 9
740-773-2691

Ross County Water Company
740-774-4117

Buckskin Township Zoning
Alvin Conaway
937-981-4424

Deerfield Township Zoning
Phillip Hurtt
740-993-2196

**All forms and applications are available on
our website.

email: rosscopb@bright.net
or rosscobd@bright.net
www.rossplanningandbuilding.com

ROSS COUNTY BUILDING DEPARTMENT



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