

CHAMPAIGN COUNTY BUILDING REGULATIONS DEPARTMENT

Jene Gaver 937-484-1602

1512 S. US Hwy 68, Suite P100

Urbana, OH 43078

HOW TO OBTAIN A:

RESIDENTIAL BUILDING PERMIT

- Obtain Property Record Card or Parcel Number from the County Auditor's Office located in Champaign County Community Center, 1512 S. US Hwy 68, Suite B300
- Obtain Zoning Permit and House Address from your Zoning Inspector.
- Obtain Plumbing Permit from the Champaign Health District located in the Champaign County Community Center, 1512 South US Hwy 68, Suite Q100
- Apply for a Building Permit from the Champaign County Building Regulations located in the Champaign County Community Center, 1512 S. US Hwy 68, Suite P100.
 - a. Completely fill out permit application.
 - b. Submit copy of parcel number and zoning permit
 - c. Submit two (2) sets of detailed plans for review and approval (examples are available in the office)

If all documents are in order, review time may take up to 15 working days.

- Return to Building Department to pay required fees and receive one (1) set of approved plans, building permit and other documents. Permits must be picked up and paid for before inspections can be scheduled

The building permit issued by the Building Regulations shall be posted in a conspicuous part of the premises, which is or will be located in the building or other to which the approved plans relate.

COMMERCIAL BUILDING PERMIT

- Property Record Card or Parcel Number from the County Auditor's Office located in the Champaign County Community Center, 1512 S. US hwy 68, Suite B300
- Obtain Zoning Permit and Address (if needed) from your Zoning Inspector.

- Obtain Plumbing Permits from Champaign Health District located in the Champaign County Community Center, 1512 S. US Hwy 68, Suite Q100
- Pay tap fees to the servicing municipality.
- Apply for a Building Permit from the Champaign County Building Regulations located in the Champaign County Community Center, 1512 S. US Hwy 68, Suite P100
 - a. Completely fill out commercial application
 - b. Submit copy of parcel number and zoning permit
 - c. Submit three (3) sets of professional sealed plans for review and approval

If all documents are in order, review time may take up to 30 days.

Return to the Building Department to pay required fees and receive two (2) sets of approved plans, building permit and other documents. Permits must be picked up and paid for before inspections can be scheduled.

CERTIFICATE OF OCCUPANCY

Submit the following items to the Champaign County Building Regulations located in the Champaign County Community Center, 1512 S. US Hwy 68, Suite P100:

- On letterhead, a request for a Certificate of Occupancy.
- Three sets of a detailed floor plan (door sizes, room sizes, bathroom fixture locations, exit lights and emergency egress lighting) to scale. This can be done by the future tenant, or may be required by Ohio Basic Building Code to be drawn by a professional. This depends on what the space is classified as; change of use or change of occupancy.
- Completed application for Certificate of Occupancy.

A plan review will be performed and an addendum will be attached. A walk through will be scheduled. If all documents are in order, review time may take up to 30 days.

When all requirements are met and fees paid, a Certificate of Occupancy will be issued.

LIST OF CONTACTS

CHAMPAIGN COUNTY AUDITOR'S OFFICE

Real Estate Div. 937-484-1600

1512 S. US Hwy 68 B300

Urbana, OH 43078

ZONING INSPECTORS

Check with your City, Village or Township to obtain a Zoning Permit

CHAMPAIGN COUNTY ENGINEER

Fereidoun Shokouhi P.E., P.S. 937-653-4848

428 Beech St.

Urbana, Ohio 43078

House Number and Driveway Permit □

DESIGN REVIEW

Joe Smith 937-652-4303

City Municipal Building—205 S. Main St.

Urbana, OH 43078

CITY UTILITIES

Phyllis Davis 937-652-4315

City Municipal Building—205 S. Main St.

Urbana, OH 43078

CITY ENGINEER

Jim Sawyer 937-652-4320

City Municipal Building

Urbana, OH 43078

URBANA FIRE DEPARTMENT

Dave Torsell 937-652-4374

City Municipal Building—205 S. Main St.

Urbana, OH 43078

CHAMPAIGN HEALTH DISTRICT

Richard Jewell, Jr. 937-484-1605

1512 S. US Hwy 68 Q100
Urbana, OH 43078

OTHER CONTACTS

Chamber of Commerce
Christina Brunn-Horrigan 937-653-5764

Economic Development Director
Dave Faulkner 937-653-5764

City Finance Director
Dale Miller 937-652-4310

Main Street-Champaign County-
Downtown Development
John Bry 937-652-1161