



**WOOD COUNTY**

**BUILDING INSPECTION**

**ADMINISTRATIVE CODE**

**Effective March 5, 2021**

# **RESOLUTION ADOPTING THE CODE OF BUILDING REGULATIONS FOR WOOD COUNTY, OHIO**

Commissioner FRED H. PRATT moved the adoption of the following Resolution:

*WHEREAS*, In accordance with the provisions of Section 307.37 of the Revised Code of Ohio, wherein provisions are made for adoption, administration, and enforcement of regulations pertaining to construction, reconstruction, or alteration within the unincorporated portion of any County by the Board of County Commissioners, and

*WHEREAS*, The Board of County Commissioners of Wood County, Ohio, having duly considered the matter and in view of extensive building within the confines of Wood County, Ohio, especially because of platted areas being set forth causing problems because of improper construction and permitting additional real estate within the County not subject to immediate levy for tax purpose, and

*WHEREAS*, This said Board, being highly concerned, desires to establish in force laws accordingly, therefore, be it

*RESOLVED*, By the Board of County Commissioners of Wood County, Ohio, all members concurring thereto, that the Code of Building Regulations hereinafter to be set forth is adopted as the Building Code of Wood County, Ohio, effective on and after the 15<sup>th</sup> day of November, 1960, and shall hereinafter apply to the erection, construction, repair, alteration and maintenance of residential buildings, offices, mercantile buildings, workshops or factories, including public or private garages, within the unincorporated portion of Wood County, Ohio, except that such regulations shall not apply to:

1. Construction or use of buildings or structures that are incident to the use for agricultural purposes of the land on which such buildings or structures are located, excluding residences.
2. Location, erection, construction, reconstruction, change, alteration, maintenance, removal, use or enlargement of any building or structures of any public utility or railroad, whether publicly or privately owned, or the use of land by any public utility or railroad for the operation of its business.
3. Any structure not authorized for County regulation by authority of the Ohio Building Standards Division of the State of Ohio.
4. That in no instance shall any provision of this code, in any way, supersede any regulation as imposed by the State of Ohio and is made a part hereof as fully and complete as if set forth at length and rewritten herein.

Commissioner ARNOLD G. ISCH seconded the resolution and the roll being called on its adoption, all voted aye.

# CERTIFICATE

Bowling Green, Ohio, October 31, 1960

It is hereby certified that the foregoing is a true and correct copy of a Resolution adopted by the Board of County Commissioners of Wood County, Ohio, in session this 31<sup>st</sup> day of October, 1960, as appears of record in the Commissioners' Journal, Volume 54, Page 97, under the above date.

R. G. BRANDEBERRY  
Clerk, Board of County Commissioners,  
Wood County, Ohio

### **307.37 (2480) CONSTRUCTION IN UNINCORPORATED PORTION OF COUNTY.**

The Board of County Commissioners in addition to its other powers, may adopt, administer and enforce regulations pertaining to the erection, construction, repair, alteration, and maintenance of residential buildings, offices, mercantile buildings, workshops, or factories, including public or private garages, within the unincorporated portion of any county. In no case shall such regulations go beyond the scope of regulating the safety, health, and sanitary conditions of such buildings. Any person adversely affected by an order of the board adopting, amending, or rescinding such a regulation may appeal to the court of common pleas of the county on the ground that the board failed to comply with the law in adopting, amending, rescinding, publishing, or distributing such regulations, or that the regulation, as adopted or amended by the board, is unreasonable or unlawful, or that the revision of the regulation was unreasonable or unlawful.

No person shall violate any such regulation of the board under Sections 307.37 to 307.40, inclusive, of the Revised Code. Each day during which such illegal erection, construction, repair, alteration, or maintenance continues, may be deemed a separate offense.

Regulations adopted by resolution of the board do not affect existing buildings or those being built until one year after such regulations take effect.

### **307.99 (12880-1). PENALTIES.**

Whoever violates Section 307.37 of the Revised Code shall be fined not more than three hundred dollars and upon receiving written notice each day shall be deemed a separate offense.

**AUTHORITY  
COUNTY OF WOOD**

**UNINCORPORATED AREAS:**

Adopted	10/31/60	Journal No. 54	Page 97
Amended	06/11/62	Journal No. 55	Page 18
Amended	05/28/63	Journal No. 55	Page 305
Amended	04/07/64	Journal No. 55	Page 575
Amended	06/10/65	Journal No. 56	Page 298
Amended	12/02/71	Journal No. 60	Page 375
Amended	08/25/75	Journal No. 63	Page 360
Amended	08/30/76	Journal No. 64	Page 303
Amended	09/02/76	Journal No. 64	Page 308
Amended	02/09/82	Journal No. 69	Page 68
Amended	11/29/83	Journal No. 70	Page 601
Amended	06/18/84	Journal No. 71	Page 357
Amended	02/17/87	Journal No. 75	Page 390
Amended	02/26/91	Journal No. GJ92	Page 1130
Amended	03/09/94	Resolution No. 94-00560	
Amended	03/01/95	Resolution No. 95-00481	
Amended	02/14/96	Resolution No. 96-00456	
Amended	04/23/98	Resolution No. 98-00818	
Amended	07/06/00	Resolution No. 00-01428	
Amended	11/26/02	Resolution No. 02-02493	
Amended	12/04/03	Resolution No. 03-02227	
Amended	05/13/04	Resolution No. 04-00960	
Amended	12/14/06	Resolution No. 06-02205	

**CITY OF BOWLING GREEN:**

Adopted	06/17/63	Ord. No. 1874
Enforcement Contract	06/17/63	Ord. No. 1875
Amended	05/18/64	Ord. No. 1970
Amended	09/07/65	Ord. No. 2108
Amended	02/22/72	Ord. No. 2805

**CITY OF PERRYSBURG:**

Adopted	12/10/63	Ord. No. 33-63
Enforcement Contract	12/10/63	Ord. No. 33-63
Amended	04/28/64	Ord. No. 12-64
Amended	06/22/65	Ord. No. 19-65
Amended	01/12/72	Ord. No. 1-72

**VILLAGE OF ROSSFORD:**

Adopted	06/22/64	Ord. No. 573
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CITY OF NORTHWOOD:

Adopted (Temporary)	12/27/62	Ord. No.	62-3
Adopted (Permanent)	12/03/63	Ord. No.	63-1
Enforcement Contract	12/03/63	Ord. No.	63-4

VILLAGE OF WALBRIDGE:

Adopted	04/08/63	Ord. No.	21-36
Enforcement Contract	05/27/63	Ord. No.	31-63

VILLAGE OF CUSTAR:

Adopted	08/05/63	Ord. No.	657
Enforcement Contract	08/05/63	Ord. No.	657

VILLAGE OF HASKINS:

Adopted	11/18/68	Ord. No.	130
Enforcement Contract	11/18/68	Ord. No.	130

VILLAGE OF PEMBERVILLE:

Adopted	06/14/69	Ord. No.	482
Enforcement Contract	06/14/69	Ord. No.	483

VILLAGE OF WESTON:

Adopted	07/28/69	Ord. No.	421
Enforcement Contract	07/28/69	Ord. No.	422

VILLAGE OF BRADNER:

Adopted	04/16/70	Ord. No.	6-70
Enforcement Contract	04/16/70	Ord. No.	7-70

VILLAGE OF MILLBURY:

Adopted	04/11/73	Ord. No.	293
Enforcement Contract	05/09/73	Ord. No.	293

VILLAGE OF LUCKEY:

Adopted	09/25/74	Ord. No.	244
Enforcement Contract	10/15/74	Ord. No.	244

VILLAGE OF GRAND RAPIDS:

Adopted	09/26/77	Ord. No.	77-9
Enforcement Contract	10/11/77	Ord. No.	77-8

VILLAGE OF CYGNET:

Adopted	01/21/80	Ord. No.	1-1-80
Enforcement Contract	04/07/80	Ord. No.	1-4-80

VILLAGE OF JERRY CITY

Adopted,	02/12/2015	Res. No.	15-174
Enforcement	01/10/2015	Ord. No.	14-0908

**AUTHORITY  
COUNTY OF WOOD**

(Con't)

**VILLAGE OF NORTH BALTIMORE:**

Adopted	06/05/84	Ord. No. 21-84
Enforcement Contract	06/05/84	Ord. No. 21-84

**CITY OF ROSSFORD:**

Enforcement Contract	08/06/84	Ord. No. 1648
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**VILLAGE OF RISINGSUN:**

Adopted	08/25/98	Res. No. 501
Enforcement Contract	07/15/00	Res. No. 502

**VILLAGE OF TONTOGANY:**

Adopted	08/01/02	Res. No. 679
Enforcement Contract	09/01/02	Res. No. 680

**VILLAGE OF HOYTVILLE**

Adopted	09/14/09	Ord. No. 2009-10
Enforcement Contract	10/12/09	Ord. No. 2009-11

**VILLAGE OF BAIRDSTOWN**

Adopted	05/10/11	Ord. No. 2011-02
Enforcement Contract	08/25/11	Ord. No. 2011-02

**HANCOCK COUNTY**

Enforcement Contract	01/28/1986	Ord. No. 12-86
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**HENRY COUNTY**

Enforcement Contract	02/06/1992	Resolution No. 92-49 G
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**CITY OF NAPOLEON (Residential)**

Adopted	10/03/2017	Resolution No. 17-1008
Enforcement	11/06/2017	Ord. No. 17-043

**FULTON COUNTY**

Adopted	05/15/2014	Resolution No. 14-840
Enforcement	06/27/2014	Resolution No. 14-455

VILLAGE OF ARCHBOLD

Adopted

08/05/2014

Resolution No. 14-1121

Enforcement

07/07/2014

Resolution No. 14-32

VILLAGE OF DELTA

Adopted

10/22/2015

Resolution No. 15-1181

Enforcement

09/08/2014

Resolution No. 14-24

VILLAGE OF FAYETTE

Adopted

10/01/2015

Resolution No. 15-1355

Enforcement

04/08/2015

Resolution No. 2015-07

VILLAGE OF METAMORA

Adopted

10/22/2015

Resolution No. 15-1180

Enforcement

07/05/2015

Resolution No. 896

VILLAGE OF SWANTON

Adopted

10/16/2014

Resolution No. 14-1411

Enforcement

07/21/2014

Ord. No. 2014-21

CITY OF WAUSEON

Adopted

10/07/2014

Resolution No. 14-1352

Enforcement

08/18/2014

Ord. No. 2014-11

**TITLE I  
INSPECTOR OF BUILDINGS**

**SECTION 100 Administration of Building Code.**

This Building Code shall be administered by the Inspector of Buildings and such Assistant Inspectors as may from time to time be authorized and appointed by the Board of County Commissioners of Wood County, Ohio.

**SECTION 101 Incompatible Occupations and Contracts.**

Neither said inspector nor an Assistant Inspector shall, during the term of his office, be employed or engaged, directly or indirectly, in any building business or enter into any contract for building for others or for furnishing materials, plans, or specifications for others.

**SECTION 102 Compensation and Bond.**

Said Inspector and Assistant Inspectors, if any, shall receive such compensation for their services as the Board of County Commissioners may from time to time determine, and each shall before entering upon the duties of his office, give bond in the sum of Five Thousand Dollars (\$5,000.00) for the faithful performance of his duties. The surety or sureties on said bond must be satisfactory to and approved by the Board of County Commissioners of Wood County, Ohio. The obligee of the bond shall be the County of Wood.

**SECTION 103 Duties.**

The Inspector of Buildings shall examine all buildings in course of erection, alteration, repair, or removal, throughout the unincorporated areas of Wood County, and shall be charged with the enforcement of this code and all other laws and ordinances relating to the erection, construction, alteration, repair, removal and safety of buildings, provided, however, that in the vent of passage of an ordinance by any municipality in the County of Wood, whereby these regulations as now or shall be, are passed into law and an appropriate agreement providing for the administration and enforcement thereof, shall be entered into by and between such municipality and the Board of County Commissioners of Wood County, Ohio, then the Department of Building Inspection shall proceed with the manner of operation as provided herein. He shall pass upon all questions relating to the strength and durability of buildings, and the quality of materials and workmanship so far as they affect safety, health, and sanitation, examine and approve all plans and specifications therefore before a permit shall be issued, and shall sign and issue all permits, certificates and notices required to be issued.

The Assistant Inspectors of Buildings shall assist the Inspector in the performance of the above described duties, in such manner and to such extent as the Inspector may require.

**SECTION 104 Right to Enter.**

The Inspector of Buildings, and his deputies, assistants or employees assigned by him, or persons assigned to cooperate with him by other departments of the County, so far as may be necessary for the performance of their duties, shall have the right to enter upon any building site or premises, or any new or unoccupied building or any building under construction, repair, alteration, removal, or any building which said Inspector has reasonable cause to believe is unsafe or a menace to life or limb, or damaged or menaced by fire, upon showing their badge of office.



### **SECTION 105 Records of Inspector of Buildings.**

The Inspector of Buildings shall keep suitable records, which are to be kept on file in his office and in which shall be recorded the location and character of every building, structure, or other work for which a certificate or permit is issued, and a copy of every report of inspection of such building, structure, or work so arranged that the full history of the various inspections of each building, structure, or other work shall appear therein in consecutive order, and the date upon which such inspection was made. All original notes or records made by the Inspectors shall be signed, and properly filed for permanent record.

### **SECTION 106 Inspection of Equipment and Structures.**

When the heating apparatus, electric work, chimneys, flues, pipes or any other equipment, or structure, of a dwelling or other buildings is a danger to life or property or likely to cause or promote fire or explosions, it shall be his duty upon finding any of the things hereinbefore enumerated to be defective or in a dangerous condition, or being constructed in violation of this building code, to cause to be delivered to the owner, lessee or occupant, written or printed instruction to remove or remedy the same in such manner and within such reasonable time as may be necessary.

If the person or persons responsible for the violation shall fail to remove or remedy the same, it shall be the further duty of the Inspector of Buildings to cause proceedings to be instituted to enjoin the continuance or use thereof.

### **SECTION 107**

That the requirements of the Ohio Building Code for all occupancies named in such Code and all Building Code Rules and Regulations of the Ohio Board of Building Standards, and all published Building Code Requirements of the Division of Industrial Compliance of the Ohio Department of Commerce shall be, and represent, the minimum requirements for all buildings proposed to be constructed and erected, or constructed and erected in the County of Wood, are hereby incorporated and made a part of the Code of Building Regulations of Wood County, Ohio as if same were written into such Code in their entirety.

### **SECTION 108 Liability.**

Any officer or employee charged with the enforcement of this Code, acting for the County of Wood in the discharge of his duties, shall not thereby render himself liable personally, and he is hereby relieved from all personal liability for any damage that may accrue to persons or property as a result of any action taken in pursuance of the expressed provisions of this Code. Any suit brought against any officer or employee because of such act performed by him in the enforcement of any provision of this Code, shall be defended by the County Prosecutor until final termination of the proceedings.

### **SECTION 109**

There is hereby created a Residential Board of Appeals, hereinafter referred to as the Board. The Board shall be appointed by the Wood County Commissioners and shall consist of seven members and two alternates. Of the initial members, one shall be appointed for a term of 5 years, two for 4 years, two for 3 years, two for 2 years and the alternates shall be appointed for 2 years. and thereafter each person appointed shall serve for 5 years or until his successor is appointed, except that appointments to fill vacancies arising in mid-term shall be for only the unexpired portions of such terms. Alternates shall serve only in the event of disqualification or inability of a regular member.

The Board shall be subject to the following regulations:

1. No member of the Board shall pass on any question involving work on which he or his employee is or has been engaged or involved as a contractor or material supplies, or for which he or his employee has prepared plans or specifications, or in which he has any personal or financial interest.
2. The Board shall select one of its members as chairman and a member of the Department of Building Inspection shall act as secretary to keep a record of proceedings of the Board.
3. The Board shall recommend the adoption and promulgation of rules and regulations interpreting the provisions of the Code and implementing its administration and intent.
4. The Board shall establish procedures for hearing appeals and the actions taken thereon. It shall provide for research and investigation concerning new developments in the building industry and recommend provisions for any tests or methods, which it deems necessary.
5. A quorum shall consist of five members and no official meeting shall be held unless a quorum is present at roll call. The affirmative vote of the majority of the members present shall be necessary to pass any resolution, or make any decision, and the County Commissioners shall have jurisdiction over all decisions.  
The Chief Building Inspector, or his representative, shall attend all meetings of the Board and shall provide such information, services, and assistance as it may require.
6. The Board shall adopt rules and regulations of procedure, which it may change at its discretion, provided however, that no rule or resolution shall be in conflict with the Code. These rules and regulations shall fix time and place of regular meetings and shall provide special meetings for appeal procedure and for such other matters as are pertinent to the operation of the board.
7. Any person adversely affected thereby may appeal to the board from a decision of the Department of Building Inspection refusing to grant a permit or refusing to permit the use of a particular material and/or method or equipment in a proposed structure, provided such appeal is filed within fifteen (15) days of date of written decision of the Building Inspector. The appeal must be either on the ground that the Code or rules adopted thereunder have been incorrectly interpreted in that particular case or that there are no such Code or regulatory provisions covering the particular matter involved. The Board shall determine all appeals within thirty days after filing thereof. The decision of the Wood County Department of Building Inspection, from which such an appeal is made, shall be deemed to have been written and conveyed if properly posted on the site of the improvement in question, on a properly executed form as is used by the said Department of Building Inspection.
8. Processing fee for the Residential Appeals Board is \$200.00, and is non-refundable.

## **TITLE II PLANS AND DRAWINGS**

### **SECTION 200 Applications Passed on in Order.**

Upon the filing of any application, plan, or specification, it shall be stamped with the date of such filing.

### **SECTION 201 Plot Plan.**

The Plot Plan dimensioned shall show the exact placement of all buildings, existing or to be erected, with distances from lot lines, and setbacks, according to scale.

### **SECTION 202 Requirements of Drawings.**

All plans, specifications, and drawings as are by this Code required to be filed with the Inspector and shall be drawn to scale. All distances, heights, dimensions, thickness and sizes of walls, supporting members, structural parts and openings, shall be accurately figured and drawings made accurate and complete, and shall show the following information:

1. The size, weight per foot, span and type of all iron and steel beams and columns or other structural members.
2. The size, span and direction of joists under each room, the sizes to be in accordance with schedule shown.
3. A cross sectional plan of a typical wall, showing specifications of footings, walls, joists and rafters.

### **SECTION 203 Imperfect Plans and Specifications.**

If the matter mentioned in any application for a permit or in the plans and specifications accompanying and illustrating the same indicate to the Inspector of Buildings that the work to be done is not clearly or specifically defined, or is imperfect, or is not in all respects in accordance with the provisions of this Code, he shall set forth such matters in writing to the applicant and shall refuse to issue a permit until such application and plans and specifications shall have been made to conform in every respect with the requirements thereof. All plans not properly dimensioned shall be deemed incomplete.

### **SECTION 204 Alteration or Erasure of Plans.**

It shall be unlawful to erase, alter, or modify any lines, figures or coloring contained upon such drawings or specifications filed with the Inspector of Buildings. If during the progress of the execution of such work it is desired to deviate in any manner affecting the construction or other essential of the building, from the terms of the application, plans or specifications, notice of such intention to alter, or deviate, shall be given to the Inspector of Buildings before such alteration or deviation may be made. If such change or deviation affects the bearing or structural parts of such building, or its classification or grade of occupancy, new plans thereof shall be submitted to the Inspector of Buildings for approval.

**TITLE III  
PERMITS**

**SECTION 300 Building Permits.**

Before proceeding with the construction, enlargement, alteration, repair or removal of any dwelling, or other building, a permit shall first be obtained by the owner or his agent from the Inspector of Buildings. The application shall be made in writing and upon printed forms furnished by the Inspector of Buildings. It shall, except for removals, be accompanied by two (2) complete sets of plans and specifications conforming to the requirements of Sections 201 and 202 of this Code. When plans and specifications shall be found to conform to the requirements of this Code, the Inspector of Buildings shall issue a permit. One copy of the plans and specifications shall remain on file with the records of the Inspector of Buildings at the Department of Building Inspection until final approval of job, the other set to be stamped and kept at the job for reference until completion of the building.

**SECTION 301 (A) Fees for Permits.**

The Inspector of Buildings shall make out the permit required, and collect the fee therefore. The fees to be charged shall be as follows: Note: Permit fees may be transferable or refundable at the discretion of the Building Official,

**PERMIT AND INSPECTION FEES FOR PLAN EXAMINATION, INSPECTION AND ENFORCEMENT OF THE RESIDENTIAL CODE OF OHIO FOR ONE, TWO AND THREE FAMILY DWELLINGS.**

Building Permits: New Construction, Industrialized Units, Additions, & Alterations. Residential fees based on gross floor area including garage and basement, but not including crawl areas.

Base Fee	75.00
Fee Per Square Foot	.20
Certificate of Occupancy (Applies to All New Construction/Addition/Alterations) except: exterior decks, accessory structures, pools, fences, etc...	50.00
Temporary Certificate of Occupancy	50.00
Energy/Insulation Inspection/Testing	75.00
Foundation Only	125.00
<u>Electrical Permits:</u>	
Base fee	75.00
Per service Amp	.50
Service and/or Service Change Only (No added circuits, and per each insp)	75.00
Temporary service poles (per each inspection)	75.00
Alterations/Additions	50.00
<u>Plumbing Permits:</u>	
Base fee	75.00
Add for <u>each</u> fixture	10.00
Replace Hot Water Heater	50.00
<u>Heating Permits:</u>	
Base fee	75.00
Fee Per Square Foot of Building,	.05
Replace Furnace, Boilers, Conversion Burner, A/C and any like equipment used for heating and cooling purposes.	50.00

## MANUFACTURED HOME FEES

<u>Building Permits:</u> (includes plan review, foundation, electrical, final)	125.00
Per Square Foot, (basements, porches, garages, etc, add additional sq. ft.)	.14
<u>Electrical Permits:</u> ( new service, per inspection)	75.00
<u>Certificate of Compliance:</u>	100.00
Additional inspections if required are (per)	75.00

## **PERMIT AND INSPECTION FEES FOR PLAN EXAMINATION, INSPECTION AND ENFORCEMENT OF THE OHIO BUILDING CODE FOR COMMERCIAL STRUCTURES**

<u>Building Permits:</u> New Construction, Industrialized Units, Additions & Alterations	
Commercial Base Fee	125.00
Fee Per Square Foot, (Minimum of 100 sq. ft.)	.12
Plan Review Fee	125.00+.02 sq ft
Certificate of Occupancy	75.00
Temporary Certificate of Occupancy	75.00
Health/Safety inspection for Certificate of Occupancy	175.00

<u>Plumbing Permits:</u>	
Base Fee	125.00
Each Fixture	15.00
Replace Hot Water Heater	100.00
Plan Review Fee required if submitted separate from Building Review.	125.00

<u>Electrical Permits:</u>	
Base Fee	125.00
Each Circuit	6.00
Fee per service amp size	.50
Service Change Only (No added Circuits)(per each inspection)	100.00
Temporary Poles (per each inspection)	100.00
Plan Review Fee required if submitted separate from Building Review	125.00
Generators, wind-turbines, solar powered and like equipment per unit fee	100.00

### Mechanical Permits:

Base fee	125.00
Fee Per Square Foot of Building	.05
Fee per square foot	.05
Replace Furnace, Boilers, Conversion Burner, A/C and any like equipment used for heating and cooling purposes , (per unit)	100.00
Pressure piping test for natural gas and propane, per system	100.00
Commercial exhaust hoods Type I or II, per hood.	100.00
Plan Review Fee required if submitted separate from Building Review	125.00

Sprinkler Permits:

Base fee	125.00
Fee Per Square Foot	.06
Plan Review Fee	125.00
Alternative Automatic Fire-Extinguishing Systems, (Commercial Hoods, Wet/Dry Chemical, Clean-Agent, Carbon/Halon, and similar Systems), per each system.	100.00

Fire Alarm Permits:

Base Fee	125.00
Each Device	5.00
Plan Review Fee	125.00

Re-inspection Fees: Residential and Commercial,  
\$75.00 per inspection /re-inspection as determined by the Building Official.

Demolition Permits for residential/commercial per building 150.00

FEE FOR CHECKS RETURNED FOR INSUFFICIENT FUNDS 25.00

State Surcharge Fees apply to all permits, 1% for One, Two and Three Family Dwellings and 3% for all others. (except Manufactured Homes and Demolition Permits).

**SECTION 301 (B) Indemnity.**

Any person to whom a permit or certificate is issued, under the provisions of this Code, shall agree by the acceptance thereof to hold the County harmless and free from claims of any person that may be caused by, or arise from, any excavation, fill, use, building construction or related operations. The permitted use of operation shall be conditional upon such agreement and liability.

**SECTION 302 Permit to Erect Part of Building.**

Nothing in this Title shall be construed to prevent the Inspector of Buildings from issuing a permit for the erection of any part of the dwelling or other buildings, where plans and detailed statements have been presented for the same before the entire plans and detailed statements of said dwelling or other buildings have been submitted, provided that a complete set of all such plans and specifications as prescribed in Section 300 shall be placed on file before the foundation wall is brought to grade, or to a height to receive the first tier of beams, girders, or joists.

**SECTION 303 Permits for Superstructure.**

No permit shall be issued for the erection of the superstructure of any dwelling or other building above the foundation or basement wall until all of the approved plans and specifications and details required by the provisions of this Title are placed on file with the Inspector of Buildings.

**SECTION 304 Permits not Required.**

No permit shall be required for minor repairs or alterations to or in dwellings or other buildings as specified in the Residential Code of Ohio and the Ohio Building Code.

No permit is required for a residential accessory building one story in height and 200 sq. ft. or less.

**SECTION 305 Water Permit Required.**

Unless dug or drilled well is installed, no permit for the construction, enlargement, alteration, repair or removal of any building or structure shall become effective until the right has been secured from the County of Wood, or other proper authority, to use the water necessary for the work called for by such permit, or the necessary water has been otherwise properly contracted for. No person shall perform any of the work called for by such permit, except excavating, leveling, or any operation not entailing actual construction, before water has been provided for as required herein.

**SECTION 306 Revocation of Permit.**

If, after building material of any kind is delivered on the site, actual construction work is not commenced within 12 months, or, if during the course of construction, work has been suspended for a like period, the permit shall be immediately revocable, and notice to that effect shall be served on the contractor. This notice shall set forth that within five days the contractor shall furnish satisfactory proof that building operations are to be started or recommenced and carried out to completion. If the contractor shall fail to furnish such proof, or, having furnished same, fails to begin or resume work, then it shall be the further duty of the Inspector of Buildings to revoke said permit. Written notice of such revocation, signed by the Inspector of Buildings, shall be immediately served on the owner, agent, superintendent or contractor in charge of the work, or shall be posted on the premises, and it shall be unlawful for any person to perform any work in or about said structure, building, or premises, after the revocation of the permit and the posting of notice thereof.

The owner shall be required to effectively correct any dangerous or unsanitary conditions that may exist on the premises. If the work has begun or resumed in accordance with the contractor's agreement, then the original permit shall continue in effect, subject to the conditions set forth above.

When the work for which any building permit was issued is not being performed in conformity with the detailed statement or plans upon which such permit was issued, or is in violation of any provisions of this Code, it shall be the duty of the Inspector of Buildings to notify the owner or owners, or his or their agent, in writing, by posting a notice on the building for which the permit is issued, that the work is being constructed in violation of the permit, and that such work must be suspended until a permit for such deviation from the detailed statement or plans be obtained, or that work shall be made to conform to the detailed statement or plans upon which a permit therefore was issued. If the owner or owners, or his or their agent, fail to comply with the said notice on the posting thereof, it shall be the further duty of said Inspector of Buildings to revoke said permit in the manner set forth above.

### **SECTION 307 Sewer, Driveway/Culvert and Zoning Permits Required.**

If the job includes sewer work, and a connection to the County Sanitary Sewer System is to be made, a Sewer Permit must be obtained from the Northwestern Water and Sewer District, and all work performed in accordance with regulations of the Water and Sewer District.

Connections of sanitary fixtures to the sanitary sewer must be made where sanitary sewers are available.

Where sanitary sewers are not available, all sewage treatment devices shall be installed only by obtaining a permit from the Wood County Department of Health prior to issuance of said building permit for all new work, additions, and accessory construction.

All structures covered by the Wood County Residential and the Ohio Building Codes shall have a zoning permit and a driveway/culvert permit before a building permit can be issued. No work shall commence unless authorized by the local zoning official and the building official in writing.

A building permit may be revoked if the authority having jurisdiction, in writing, deems the zoning permit or sewer permit invalid.

### **SECTION 308 Work Without Permit.**

Any person, firm or corporation who knowingly or willfully performs or causes to be performed any work for which a permit is required prior to obtaining such permit, shall be subject to double the normal fee for such permit, shall be fined not more than three hundred dollars (\$300.00), and after receiving written notice each day shall be deemed a separate offense. (Ohio Revised Code section 307.99).

**ABATEMENT.** The imposition of the penalties herein prescribed shall not preclude the Wood County Building Official from instituting an appropriate action or proceeding to prevent an unlawful erection, construction, reconstruction, alteration, repair, conversion, maintenance or use, or to restrain, correct or abate a violation, or to prevent an illegal act, conduct, business or use in or about any premise.

### **SECTION 309 Inspections Required.**

Requests for inspection shall be made to the Department of Building Inspection. Such requests should be made 24 hours in advance, for the following inspections:

FOOTING INSPECTION: shall be made prior to the pouring of any concrete footing.

(Trench, rails and any reinforcing shall be in place at the time of inspection.)

FOUNDATION INSPECTION: shall be made prior to the pouring of foundation walls or piers if reinforcing (rebar) is present. (Reinforcing shall be in place at the time of inspection.) If reinforcing is not required then this inspection shall be made prior to the backfilling of foundation wall or piers. Foundation coatings and drainage tile shall be in place, when needed, at the time of inspection.

ROUGH STRUCTURE INSPECTION: shall be made after completion of structural work, before any insulation, drywall, lathe, or paneling, etc. is applied, but after any required plumbing, electrical and/or heating rough-in inspections have been approved. All framing shall have been completed with firestops, collar ties, bridging and nailers in place.

ENERGY CODE COMPLIANCE INSPECTION shall be made to verify compliance with the insulation package submitted per building plans.



ROUGH PLUMBING INSPECTION: shall be made after completion of plumbing drainage rough-in while under test and prior to covering any piping.

FINAL PLUMBING INSPECTION: shall be made after installation of all plumbing equipment and while under final air test.

ROUGH ELECTRIC INSPECTION: shall be made after completion of electrical rough-in prior to covering any wiring.

FINAL ELECTRIC INSPECTION: shall be made after installation of all electrical equipment and/or fixtures.

ROUGH HEATING INSPECTION: shall be made after completion of heating rough-in prior to concealment.

FINAL HEATING INSPECTION: shall be made after completion of the installation of the heating system and in firing condition.

FINAL BUILDING INSPECTION: shall be made after completion of all construction with gutters, splash blocks, handrails, attic access panels, vapor barriers, etc. in place and prior to occupancy.

It shall be the duty of the Inspector to make the above inspections after notice, either written or verbal is received by the Department. Failure to do so within forty-eight (48) hours shall deem the inspection waived. Failure of the owner or contractor to request such inspections shall be deemed a misdemeanor and punishable as provided herein per Section 307.99 of the ORC and Section 308 of this Administrative Code .

Any work, which does not meet the standards contained in the Wood County Code of Building Regulations, shall be corrected within a reasonable time specified by the Building Inspector or his authorized representative. In the event that the Chief Building Official or appointed deputy has made two (2) separate inspections to ascertain compliance with this code for any specific inspection as delineated in Section 309, a re-inspection fee as specified in Section 301A shall be paid prior to any further inspections. If an inspection cannot be performed by the Chief Building Official or appointed deputy at the site, a re-inspection fee shall be paid prior to any subsequent inspections. Re-inspection fees are assessed on a per project basis.

### **SECTION 310 Heating Permits.**

Any heating equipment installed in any building within the jurisdiction of this Code shall meet the conditions and requirements contained in the most current code adopted by the Board of Building Standards and Wood County Building Inspection. Plans submitted for commercial work will need to be designed by a professional engineer and are subject to a plan review fee per Section 301A.

### **SECTION 311 Electrical permits.**

No person, firm or corporation shall install electric wiring and fixtures for lighting, power or for any other purpose or purposes in any dwelling, garage, or any other building or structure within the limits of the unincorporated areas of Wood County, Ohio, without first notifying the Inspector of Buildings and securing a permit therefore. At the time of application for such permit such applicant shall leave with the Inspector of Buildings a full written statement as to the nature and extent of the electrical equipment about to be installed.

Said Inspector of Buildings shall issue a permit for such electrical installation conditioned that said electrical equipment shall be installed in accordance with, and shall in all respects conform to the most current National Electric Code adopted by the Board of Building Standards and Wood County Building Inspection. Plans submitted for commercial work will need to be designed by a professional engineer and are subject to a plan review fee per Section 301A.

### **SECTION 312 Plumbing Permits.**

No person, firm or corporation shall install any sanitary plumbing, plumbing fixtures or drains in any building in Wood County without first having obtained a permit from the Department of Building Inspection. No plumbing, plumbing fixtures or drains shall be placed in service until being tested, inspected and approved by the Building Inspector. Plans submitted for commercial work will need to be designed by a professional engineer and are subject to a plan review fee per Section 301A. The most current code as adopted by the Board of Building Standards and Wood County shall be enforced for installation of all residential/commercial plumbing systems.

### **SECTION 313 Covering Work Prior to an Inspection.**

It shall be a violation of this Code to cover, prior to inspection, any work required to be inspected under the terms of the permit and this Code, irrespective of any penalties for such violation. The Chief Building Official or assigned deputies shall require the permit holder to uncover any such work to complete the inspection. The cost if any, of uncovering such work, and of replacing the cover after the work has been found satisfactory, shall be by the permit holder.

## **TITLE IV MISCELLANEOUS**

### **SECTION 400 Certificate of Registration Required.**

Except as specified below, no person, firm or corporation may install, construction, alter, move, repair or replace any equipment or material or otherwise perform for compensation any work for which a permit is required, unless the person or individual member of the firm or corporation has been duly registered. Electrical, Plumbing, Heating and Hydronics Contractors providing services for residential/commercial are required to provide verification of a current State of Ohio Contractors License to receive a registration and perform work within Wood County.

1. Application for registration must be made on an authorized form furnished by the Building Inspection Department.
2. The fee for a certificate of registration shall be \$50.00 per year with an annual renewal fee of \$25.00 thereafter. Registrations expire December 31, per calendar year; renewals are required to be submitted within 30 days. After 30 days, a new registration will be required.

### **SECTION 401 Transfer of Certificate.**

It shall be unlawful for any person, firm or corporation registered as provided herein to loan or extend the right or privileges given hereunder for work contracted for or done by any person other than the registry or person working under his direction or supervision and any violation thereof shall cause such certificate to be suspended or revoked as hereinafter provided.

**SECTION 402 Unlawful Action.**

It shall be unlawful for any person, firm or corporation to install equipment unless they are registered under this Section of the Code to install said type of equipment within the jurisdiction of Wood County Building Inspection. The date of offense for the illegal installations of equipment shall be the date on which discovered by the Wood County Building Inspection Department.

**SECTION 403 Revocation of Registration.**

No Certificate of Registration issued in accordance with the provisions of this Section shall be assignable or transferable. Any such certificate may, after hearing, be suspended or revoked by the Chief Building Official if the person, firm or corporation holding such certificate willfully, or by reason of incompetence, violated any statues of the State of Ohio or any rule or regulation adopted by Wood County relating to work performed under the requirements for certification.

**SECTION 404 Certificate of Registration Not Required.**

The provisions of Section 400 shall not be interpreted to require that the owner of a single family dwelling shall be registered to personally perform work on the premises occupied or to be occupied by himself.

All such work shall be done in conformity with the provisions of the Code and no work shall be done unless all permits, inspections and approvals required by this Code are secured.

**SECTION 405 Certificate of Occupancy.**

It shall be the duty of the County Building Inspector or an authorized assistant to make or cause to be made, a final inspection and examination of all residential/commercial buildings hereafter erected, constructed, equipped, altered, repaired or added to, and no building shall be occupied before such final inspection except by consent of the Building Inspector.

No building for sale or rent shall be used or occupied in whole or in part, as a residence which does not comply with the provisions of this Code for such occupancy.

A Certificate of Occupancy may be obtained by applying to the County Building Inspector and supplying the necessary information and data to determine compliance with this Code for occupancy intended.

The certificate shall state that the building conforms to the provisions of this Code for the intended occupancy.

Any certificate issued by the County Building Inspector shall be subject to revocation by him whenever the conditions under which the same was issued are, or have been violated or whenever any provision of this Code, or any other law relative to the same subject matter has been violated, or for incompetency of any person maintaining or operating the building, for which the certificate was issued, or for fraudulent use of said certificate.

