

WARREN COUNTY BUILDING/ELECTRICAL INSPECTION

406 Justice Drive, Room 167 – Lebanon (513-695-1290)

buildinginspection@co.warren.oh.us

OBTAINING A BUILDING PERMIT

- I. Before your application can be issued, you shall:
- A. Supply a copy of the Board of Health Approval for the septic system. Obtain approval at: 416 South East Street – 1st Floor – Room 104 – Lebanon 45036, (513) 695-1249.
 - B. Contact the Zoning Department to get a zoning permit. The Zoning Department will be able to help you with any questions you may have on set backs or how to retrieve a plot plan.
 - C. Supply a plot plan showing size of lot, size and location (distances to property lines) of existing and proposed buildings. Also, location of any streams of water (creek, pond, river).
 - D. Residential/accessory buildings: One (1) set of plans of the proposed building, including any changes.

Commercial structures: Three (3) sets of plans of the proposed building, including any changes, with architect's/engineer's seal.
 - E. Obtain Sidwell Number for your property from the Map Room, 2nd Floor, Administration Building, 406 Justice Drive, Lebanon, 45036, (513) 695-1190.
- II. Applying for a Building Permit:
- A. Fill out the "Permit Application" form including the Sidwell Number.
 - B. For new buildings (NOT remodeling, additions or accessory buildings):
 - a. Apply for your culvert permit (if on County or Township Road) and Sump Pump Drainage information at the County Engineer's office at 105 Markey Road, Lebanon, 45036, (513) 695-3301.
 - b. If on a State Highway, apply at Division Eight (8) Headquarters on S.R. #741, west side, just south of S.R. #63. Check for Sump Drainage information with the County Engineer, 105 Markey Road, Lebanon, 45036, (513) 695-3301.
- III. Contact the County Engineer for a house number. A building permit cannot be issued without house number verification. Also, call the County Engineer's Office for final culvert inspection prior to final building inspection.
- IV. You must obtain a separate plumbing permit from the Board of Health, 416 S. East St., 1st Floor, Room 104, Lebanon, 45036. (513-695-1476).
- V. Please contact the Water/Sewer Department, 406 Justice Drive, Lebanon, 45036 (513-695-1377) for a Water & Sewer release to build a single family structure in all areas of Warren County. You must do this even if you will not be connected to County Water/Sewer lines.
- VI. As soon as your Building Permit is ready to be issued, a letter will be mailed to the customer. The letter will advise you of the permit fees and any information that is required that we have not yet received.