

WARREN COUNTY BUILDING/ELECTRICAL INSPECTION
406 Justice Drive, Room 167 – Lebanon (513-695-1290)
www.co.warren.oh.us/bldginsp
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 card at: 416 South East Street – 1st Floor – Room 104 – Lebanon 45036 (513-695-1249)
 - B. Contact the Zoning Department under whose jurisdiction your lot falls.
 - 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 in 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, 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 (513) 695-3301.
- III. Check with 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 check with the Water/Sewer Department, 406 Justice Drive, Lebanon, 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. (513) 695-1377
- VI. As soon as your Building Permit is ready to be issued, a letter will be mailed to the applicant. The letter will advise you of the permit fees or any information that is required that we have not yet received.