



Warren County Building & Zoning 406 Justice Drive Lebanon, OH 45036 513-695-1290

Required Information on Residential Building Plans

Submitting plans

- Upload PDF files of plans along with application to our Citizens Portal at <https://warrencountyoh.portal.iworq.net/portalhome/warrencountyoh>.
- (If submitting in person, 11x17 or smaller require only 1 set of plans. Larger plans require (2) sets for review).
- Completed Application—must include contact name, phone number and email address. Once approved, the approved construction plans must be on site for ALL inspections.

Plumbing and Health District Approval:

All Plumbing and Septic System approvals are issued through the Warren County Health District.

<https://warrenchd.com/environmental/plumbing-inspection> or <https://warrenchd.com>

Water and Sewer Service and Releases:

All permitting of water and sewer service or utility connections, taps and releases are scheduled and permitted through the Warren County Water and Sewer Department. Information on permits, prices and connections can be found at <https://www.co.warren.oh.us/water/Default.aspx>.

Driveways, Culverts, and Engineering:

For commercial work in the Right-of-way, driveways, or culvert pipes, please contact the Warren County Engineer's Office at <http://www.wceo.us/Operations/Permits.aspx>. All application materials are in a PDF format. No forms are to be submitted online

Drawings must be in compliance with the Residential Code of Ohio and show the following information as applicable:

1. A site plan or plot plan showing the location of the house on the property, setback lines and distance from the property line and other buildings or structures.
2. Foundation layout showing:
 - a. Foundation overall width and length
 - b. Footer thickness and width
 - c. Any required pier footers, showing location, thickness, and width of each
 - d. If required, any floor support girder beams, material, and size
 - e. Method of anchoring floor to foundation.
3. Type of floor system 3. Exterior and interior wall layouts showing:
 - a. Room names (what it is to be used for)
 - b. Size and Swing of doors
 - c. Size and location of windows (including egress windows in bedrooms/basements)
4. Type of roof system—manufactured trusses or common and pitch of roof.

***Truss drawings should be on site for all inspections.**
(If truss span exceeds 36', stamped engineered drawings are required.)
5. Elevation drawings showing grade line, windows, doors, roof slope, building heights
6. A typical wall section showing building materials, insulation, sill plate anchoring and truss anchoring to top plate.
7. Type of building materials (for example: wood, metal, stone, brick veneer, vinyl siding, etc.)

Plans are reviewed in order that they are received. Applicant will receive an email notification once plans have been approved. Payment is not due until permit is issued.