



Wayne County Building Department

428 West Liberty Street

Wooster, Ohio 44691

Telephone: (330) 287-5525

Fax: (330) 287-5649

RESIDENTIAL PLAN SUBMITTAL REQUIREMENTS

PLANS NEED TO BE SUBMITTED IN **DUPLICATE** FOR APPROVAL. ONE SET OF APPROVED PLANS NEEDS TO BE KEPT ON THE JOBSITE, THE OTHER SET WILL BE KEPT IN THE OFFICE. PLANS SUBMITTED FOR APPROVAL **MUST** BE COMPLETE WITH THE FOLLOWING ITEMS:

1. **PLOT PLAN:** SHOWING EXACT PLACEMENT OF ALL BUILDINGS, EXISTING PROPOSED, WITH DISTANCE FROM LOT LINES, AND OTHER EXISTING BUILDINGS, AND SET BACK DISTANCE FROM THE ROAD. SHOW WHERE SEPTIC AND WELL IS LOCATED AND DISTANCE TO THEM. PLEASE SHOW TO SCALE.
2. **FOUNDATION PLAN, FLOOR PLAN, AND CROSS SECTION:** SHOW SIZE, SPAN AND TYPE OF ALL WOOD AND STEEL BEAMS AND COLUMNS OR OTHER STRUCTURAL WOOD AND STEEL MEMBERS. THE SIZE, SPAN AND DIRECTION OF JOISTS UNDER EACH ROOM. A CROSS-SECTIONAL PLAN OF A TYPICAL WALL, SHOWING SPECIFICATION OF FOOTINGS, WALLS, JOIST, ANCHORS, REINFORCEMENT, INSULATION AND RAFTERS/OR TRUSSES. ALL ROOMS NEED TO BE LABELED.
3. **ELEVATIONS.**
4. **MODEL ENERGY CODE TRADE OFF WORKSHEET.**
5. **TRUSS SPECS:** ARE NEEDED FOR ALL CONSTRUCTION EMPLOYING PRE-ENGINEERED TRUSSES.
6. **FLOODPLAIN PERMIT:** NEEDS TO BE ISSUED EVEN IF YOU ARE NOT IN THE FLOODPLAIN AREA, CONTACT THE WAYNE COUNTY PLANNING DEPT. IF YOU ARE LOCATED IN THE FLOODPLAIN AT 330-287-5420.
7. **WAYNE COUNTY OFFICIAL HOUSE NUMBER SLIP:** FROM THE WAYNE WAYNE COUNTY MAP OFFICE PHONE 330-287-5495.
8. **COPY OF PERMIT FROM WAYNE SOIL & WATER CONSERVATION:** FOR SEDIMENT AND EROSION CONTROL. YOU NEED TO SUPPLY THEM WITH THE SIZE AND LOCATION OF CONSTRUCTION. PHONE 330-262-2836.

YOUR BUILDING PERMIT CANNOT BE ISSUED UNTIL THE HEALTH AND THE PLANNING DEPARTMENTS HAVE GRANTED THE PROPER APPROVALS. (SEPTIC PERMIT/SEWER PERMIT & FLOODPLAIN) **ALL ZONING AND DEED RESTRICTIONS NEED TO BE FOLLOWED.** IF YOU ARE BUILDING IN AN AREA THAT HAS ZONING YOU NEED TO BRING YOUR ZONING PERMIT WITH YOU WHEN YOU ARE SUBMITTING PLANS FOR APPROVAL.

HEALTH DEPT. 330-264-2426

ENGINEER'S DEPT. 330-287-5500 COUNTY ROAD CULVERT PERMITS

PLANNING DEPT. 330-287-5420

CHIPPEWA TWP. ZONING LARRY LEMASTER (330)351-1050

CONGRESS TWP. ZONING CHET MARTIN (419)846-3670