



# Wayne County Building Department

428 West Liberty Street • Wooster, Ohio 44691 • (330) 287-5525 • Fax: (330) 287-5649

## WAYNE COUNTY BUILDING DEPT. PHONE 330 287 5525 FAX 330 287 5649 RESIDENTIAL PLAN REVIEW REQUIREMENTS

**TWO SETS OF PLANS NEED TO BE SUBMITTED FOR APPROVAL. ONE SET OF APPROVED PLANS NEEDS TO BE KEPT ON THE JOB SITE; THE OTHER SET WILL BE KEPT IN OUR OFFICE. PLANS SUBMITTED FOR APPROVAL MUST BE COMPLETED 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 FROM THE ROAD. SHOW WHERE SEPTIC & WELL ARE LOCATED & DISTANCE TO THEM. PLEASE SHOW TO SCALE.
2. **FOUNDATION PLANS, FLOOR PLAN, AND CROSS SECTION:** SHOW SIZE, SPAN & TYPE OF ALL WOOD & STEEL BEAMS & 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 REINFORCEMENT, INSULATION AND RAFTERS/OR TRUSSES. **ALL ROOMS NEED TO BE LABELED.**
3. **ELEVATIONS:** SHOW HOW THE STRUCTURE SITS AT GROUND LEVEL, FRONT, BACK & SIDE VIEWS.
4. **MODEL ENERGY CODE TRADE OFF WORKSHEET.**
5. **WAYNE COUNTY OFFICIAL ADDRESS SLIP:** FROM THE WAYNE COUNTY MAP OFFICE. PHONE #330 287-5495.
6. **COPY OF CAP PERMIT FORM WAYNE COUNTY SOIL & WATER:** SEE ATTACHMENT FOR MORE DETAILS PHONE #330 262-2836

YOUR BUILDING PERMIT CANNOT BE ISSUED UNTIL THE PROPER APPROVALS HAVE BEEN GRANTED BY THE HEALTH DEPT., PLANNING DEPT. & SOIL & WATER. **ALL ZONING & 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 YOUR PLANS FOR APPROVAL.

HEALTH DEPT. 330 264-2426 ENGINEER'S OFFICE 330 287-5500 CO.RD. CULVERT PERMITS  
PLANNING DEPT. 330 287-5420 CHIPPEWA TWP. ZONING LARRY LEMASTER 330 351 1050  
CONGRESS TWP. ZONING CHET MARTIN 419 846-3670



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## **New Wayne County Permit Requirements**

In cooperation with the Wayne County Board of Commissioners, the Wayne Soil and Water Conservation District has initiated a program that aims to promote the use of Best Management Practices to protect the County's water resources from impact as a result of Urban Development. This has been accomplished through the adoption of new Storm Water Management Regulations which have been incorporated into Wayne County's permit process.

The following steps must be completed in order to obtain a building permit from the Wayne County Building Department. Plans may be submitted to the building department prior to completion of these steps in accordance with Residential Code of Ohio Section 106.

Submit a Storm Water Construction Application for Permit (CAP) to Wayne Soil & Water, which includes copies of approvals/permits from the following:

Wayne County Planning Department/Wayne Soil & Water-issues Floodplain Review Permit  
Wayne County Health Department-issues Plumbing, Well & Septic Permits  
Wayne County Engineer-reviews Major Subdivisions & issues Culvert Permits on County Roads

Wayne Soil & Water distributes the CAP to the Wayne County Planning Department, Wayne County Health Department and Wayne County Engineer each Friday morning at the county's Technical Review Committee meeting. Completed CAPs that have been reviewed will be signed by the respective departments/offices on the following Wednesday morning. Wayne Soil & Water will then issue a Storm Water Construction Permit or Waiver. If the CAP is incomplete, the Applicant will be notified of the missing items on the Wednesday morning following the CAP distribution. The applicant may forego the above distribution process by visiting each of the county departments and obtaining their signature on the CAP.

## **Additional Documentation required for a building permit:**

Wayne County Official House Number Slip from the Wayne County Map Office (330) 287-5495  
If you are building in an area that has zoning you need to include copy of the zoning permit

## **Important Numbers**

Wayne County Planning Department: (330) 287-5420  
Wayne County Health Department: (330) 264-2426  
Wayne County Engineer: (330) 287-5500  
Wayne Soil & Water: (330) 262-2836  
Wayne County Map Office (330) 287-5495