



310 S. Main St. Bellefontaine, Oh 43311
Ph:937-592-9040 Fax:937-592-6746

How Do I Build a House In Logan County?

Each case is very different. We highly encourage you to call us to discuss your specific plan for your home. This is a very general list and the steps shown here may or may not apply to you!

*Before you pull permits... Do you need to talk to a zoning officer??? Visit <http://www.lceo.us/> and select “*Building A Home?*” from the “Additional Information” section.*

A SEPTIC PERMIT can be purchased *after* you obtain a soil evaluation (please contact us for a list of soil scientists) as well as a sewage system design and scaled drawings. Then, the permit application may be purchased through our office. This permit allows you to install your septic system or to connect your house to the existing septic system on the property. The work (installation or alteration) needs to be completed by a Logan County Registered septic installer. *This does not apply if you will have city sewer service. Please see “City Utilities” below.*

A BUILDING REVIEW can be done at the same time as the septic permit, but not before. Included with this form must be a scaled drawing showing the house, the septic system and the well. If the property has city sewer and city water, the form needs to be completed, but does not need to be turned in to LCHD – it simply needs to be completed and submitted to the Logan County Building Authority. *See also “City Utilities” below.*

A WELL PERMIT will need to be completed in order to drill a new well or hook your existing well to your new house. The work must be completed by a state registered private water systems contractor. The permit fee includes 1 water sample, testing for total coliform and e-coli. *This does not apply if you have city water service. Please see “City Utilities” below.*

A BUILDING PERMIT will need to be pulled through the Logan County Building Authority – (937) 592-7473. You will need the completed Building Review Form before they will allow you to pull a permit. *Please contact them for requirements in addition to the Building Review Form.*

A PLUMBING PERMIT will need to be pulled for plumbing that will be done in your house. The work must be completed by a Logan County Registered plumber. The plumbing inspector, is located in the Logan County Health District office and can be reached at (937) 651-6195 for any questions or concerns.

CITY UTILITIES (such as gas, water and sewer) will be handled through that city’s utility office. Please contact them for instruction on their requirements.

Our current fee schedule is posted on our website: loganhealth.org. **Again, we encourage you to call and discuss your specific situation with us, as we don’t want you to waste time and resources in completing unnecessary steps.**



For General Information:

Logan-Union-Champaign Regional
Planning Commission
PO Box 219
10820 St Rt 347
East Liberty OH 43319
937-666-3431



Information Agencies

**Logan Soil & Water Conservation
District Office** – 324 Co Rd 11,
Bellefontaine OH 43311; Phone # 937-
404-3150

Logan County Health Department –
310 S Main St, Bellefontaine OH 43311;
Phone #: 937-592-9040


Logan County Sewer District – 1015
St Rte 708, Russells Point OH 43348;
Phone #: 937-550-3505

Logan County Commissioner's Office
– 117 E Columbus Ave, Bellefontaine
OH 43311; Phone #: 937-599-7283

Logan County Engineer's Office – PO
Box 427, 1991 Co Rd 13, Bellefontaine
OH 43311; Phone #: 937-592-2791

Ohio Department of Transportation –
149 Northview Dr; Bellefontaine OH
43311; Phone #: 937-592-6911

Logan County Building Authority –
1365 Co Rd 32N, Suite 2, Bellefontaine
OH 43311; Phone #: 937-592-7473



Dreaming of Building a Home?

Recommendations to
Avoid a Broken Dream





Avoid a Broken Dream

Any of these items may result in an unbuildable lot. Before you buy a lot outside a recorded subdivision:

1. Check with the township zoning inspector to determine if the land is properly zoned for the use intended.
2. Check with the Building Authority regarding Flood Plain determination.
3. Check with the Soil and Water Conservation District office to determine the soil types and their capabilities. Many soil types in Logan County are not suitable for building sites and/or on-site sewage disposal.
4. Check with the County Health Department to determine sewage disposal requirements and underground water availability. Also, check with the Sewer District to see if County sewer is available (or required)
5. Check with the County Engineer's office to determine if a driveway can be satisfactorily located.
6. Check with the Regional Planning Commission office to determine if any new highways or other developments are in the planning stage within your immediate area.



Lot is Suitable

If your proposed lot is suitable for a building site, then:

7. Contact the seller and express your willingness to proceed with the transaction.
8. A title search should be done by an attorney.
9. A surveyor is engaged, usually by the seller, to establish the new property lines.
10. The legal description (usually a warranty deed) is prepared by an attorney on behalf of the seller.
11. Either the seller, financial institution, realtor, or attorney contacts the Engineer's Office for approval if the sale involves a "parcel" split in the unincorporated area of the County. A copy of the survey drawing, and the warranty deed must be submitted for the approval process.
12. The description is checked in the County Engineer's Map Room. A copy of that survey is filed with this office.
13. The Deed (property) transfer takes place in the County Auditor's Office.
14. The Deed is recorded in the County Recorder's Office.



Transaction Complete

When the purchase transaction is completed, then:

15. Obtain a sewage disposal permit from the County Health Department, or appropriate permit from the County Sewer District.
16. Obtain a zoning permit from the township zoning inspector.
17. Obtain a driveway permit from the County Engineer's office or the Ohio Department of Transportation as the case may be.
18. Obtain a reputable builder and begin the Building Permit process with the Logan County Building Authority.
19. At the end of the construction process, a Certificate of Occupancy is obtained from the Logan County Building Authority and a Zoning Certificate is obtained from the township zoning inspector.
20. RELAX! And make your house a home.

This brochure may not cover all of the necessary persons and/or entities you need to contact prior to or during the home building process. This brochure may not cover all your available options during the home building process.

8. Window awnings supported by an exterior wall which do not project more than 54 inches (1372 mm) from the exterior wall and do not require additional support.
9. Decks not exceeding 200 Ft.2 in area, that are not more than 30 inches above grade at any point, are not attached to a dwelling, and do not serve the exit door required by RCO Section 311.2

Electrical:

1. Listed cord-and-plug connected temporary decorative lighting.
2. Reinstallation of attachment plug receptacles but not the outlets thereof.
3. Replacement of branch circuit overcurrent devices of the required capacity and type in the same location.
4. Electrical wiring, devices, appliances, apparatus, or equipment operating at less than 25 volts and not capable of supplying more than 50 watts of energy.
5. Repairs and Maintenance: Approval shall not be required for minor repair work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.

Gas:

1. Portable heating, cooking or clothes drying appliances.
2. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
3. Portable fuel cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.
4. Gas distribution piping owned and maintained by public or municipal utilities and located upstream of the point of delivery.

Mechanical:

1. Portable heating appliance.
2. Portable ventilation appliances.
3. Portable cooling unit.
4. Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.
5. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
6. Portable evaporative cooler.
7. Self-contained refrigeration systems containing 10 pounds (4.54 kg) or less of refrigerant or that are actuated by motors of 1 horsepower (746 W) or less.

8. Portable fuel cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.
9. Heating and cooling distribution piping owned and maintained by public or municipal utilities.

Plumbing

1. The repairs of leaks in drains, water, soil, waste or vent pipe; provided, however, that if any concealed trap, drainpipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and an approval must be obtained and inspection made as provided in this code.
2. The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

Design is the Key

While codes cannot prevent every disaster, they are meant to provide reasonable tools for managing risk for the construction, use, and occupancy of buildings. These risk management tools are minimum standards for the health, safety, and welfare of the occupants and, secondarily, protection of the structure. A good building design can provide safety and sanitation without sacrificing aesthetic value, functionality, and cost efficiency.

Local building departments are committed to preserving the public health, safety, and welfare in all locations under their jurisdiction through the effective, efficient use and enforcement of the building code requirements in Ohio.

Should you have any questions regarding codes or construction, please feel free to contact your local certified building department's certified Residential or Non-residential Building Official or call the Ohio Board of Building Standards.

Why do I Need Approvals and Inspections?

An explanation of the importance of building codes and inspection services



The Ohio Board of Building Standards

6606 Tussing Road, PO Box 4009
 Reynoldsburg, OH 43068-9009
 614-644-2613

<http://10.14.0.47/dico/bbs/default.aspx>
bbs@com.state.oh.us

• Who Writes the Codes?

Building codes are developed in a way similar to the law making process. Many groups of people are involved: building officials, fire officials, developers, material suppliers, the public, engineers, architects, builders, research and testing labs, and governmental leaders.

Several years ago the three major code organizations - BOCA (Building Officials and Code Administrators), ICBO (International Council of Building Officials) and SBCCI (Southern Building Code Congress) - merged to form the International Code Council (ICC). Hearings are held every 18 months for code changes. Anyone who would like to make a change to the code can submit a code change.

One-, two-, and three-family residential dwellings are regulated locally by certified residential building departments. Residential buildings are required to comply with the requirements of the Residential Code of Ohio (RCO). The RCO is based upon the International Residential Code and adopted by the Ohio Board of Building Standards (BBS). Construction regulated by the Residential Code of Ohio will be inspected by BBS-certified departments using certified inspectors.

• What is a Plan Approval and why is it needed?

Plan approval is simply a review of your projects' drawings and specification to make sure the builder incorporates all the features into your project and does so in a way that assures that it is safe and sanitary. Plan approval establishes your legal right (license), as provided for in Ohio law, to build what is described on the approved construction documents. Construction of a building project in accordance with approved

drawings and specifications is the best way to make sure you are getting the building you desire, that it is safe and sanitary for occupancy, and that you secure your right to build what is approved.

• Why do inspections need to be made?

It could easily be said that an owner's cheapest form of "insurance" is that of getting inspections made at the appropriate times during construction. Few owners are familiar enough with or qualified to perform the variety of work necessary in a construction project, alteration, or addition. Alterations, additions, or modifications to structural, electrical, mechanical, or plumbing systems require specialized skills and, by obtaining an approval and inspections, there is a much higher level of assurance that the project complies with safety codes and that the structural, electrical distribution grounding and bonding, gas piping, plumbing, and mechanical systems are installed properly. Additionally, not only does the law require owners to obtain permits and inspections, but lending institutions and insurance companies want to protect the asset that they are funding or insuring. If a problem develops, having obtained approvals and inspections will support an owner's claims during and after construction. The process ultimately ends with the receipt of a Certificate of Occupancy.

What about Non-residential Buildings?

In Ohio, all non-residential buildings (other than 1-, 2-, and 3-family dwellings, and agricultural buildings) are required to comply with the requirements of the Ohio Building, Mechanical, and Plumbing Codes. These are based upon the International Code Councils' model code documents and are adopted by the Ohio Board of Building Standards (BBS) with modifications to fit Ohio's laws, climate, and geology.

What is covered by the residential code and what isn't?

The most important thing an owner can do when contemplating a building project is to talk to the Residential Building Official first to get an idea of things that the owner should consider before proceeding with a project. This should be an open discussion in which the Building Official's experience can be a benefit to the owner's planning. Many issues, if discussed on the front end of a project, can have little or minimal impact on a project and it makes the process a smooth one for the owner.

Work that is exempt from approval. There is some work that does not trigger the building code and can be done without approvals and inspections. It must be remembered, however, that exemption from the requirements of the code does not grant authorization for any work to be done in any unsafe or hazardous manner in violation of the provisions of the code, laws, or ordinances of the local jurisdiction. Approvals are not required for the following:

Building:

1. One-story detached accessory structures, provided the floor area does not exceed 200 square feet.
2. Fences not over 6 feet high.
3. Retaining walls that are not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.
4. Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2 to 1.
5. Sidewalks and driveways not more than 30 inches above adjacent grade and not over any basement or story below.
6. Painting, papering, tiling, carpeting, cabinets, counter tops, and similar finish work.
7. Swings and other playground equipment accessory to a one-, two-, or three-family dwelling.