

**City of Sandusky**  
**Residential Plan Review Requirements**  
**One, Two or Three Family Homes**  
**Minimum Requirements for Residential Construction Drawings**  
**For New Structures, Alterations and Additions**  
**Residential Code of Ohio**

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**Where to get a permit**

The Building Division offices are open 7 a.m. to 4:30 p.m., Monday through Friday. We are located at City Hall, 222 Meigs Street, Sandusky, Ohio 44870. Telephone: 419.627.5940 Email: [building@ci.sandusky.oh.us](mailto:building@ci.sandusky.oh.us)

**What to bring**

**Zoning Approval** for new construction or additions should be obtained *before* preparing construction plans. Applicants shall submit two (2) copies of a site plan drawn to scale, showing the proposed structure(s) on the lot with all dimensions and setbacks to the property lines; for further information regarding zoning approval contact the Planning & Zoning Division by phone at 419.627.5715 or 419.627.5873.

If you are located within the 100 year flood plain as designated by the Federal Emergency Management Agency (FEMA) you are required to show the flood plain elevations on your construction drawings and the lowest level of living space will have an elevation requirement. A Flood Damage Prevention Development Permit will be required if your property falls within the flood plain.

**Plans: Two (2) identical sets of plans. See attached instructions**

**Building Plan Approval (permit) application forms** are available in the Building Division office or online at: <http://www.ci.sandusky.oh.us/engineering/building-forms.htm>. The application should be filled out completely. Fees must be paid in full at the time of submittal.

**Plan Approval Application Fees**

See the [Residential One, Two, and Three Family Plan Approval Fee Schedule](#). The building fee is based on the square footage of the new construction, addition and/or alteration. There are set fees for items such as decks, porches, and other small projects. Electrical fees are based on the circuits being added, plumbing fees are based on the fixture count and mechanical fees are based on the square footage of the conditioned area.

**Contractor Registration or Owner/Occupant Affidavits**

The homeowner who occupies the structure may obtain the permits and perform the work or the homeowner may hire a contractor to obtain the permits and perform the work. Whether the work is performed by a contractor or the homeowner, whoever signs the application accepts responsibility for code compliance.

- ◆ Only owner/occupants are allowed to do their own work. If you are the owner and the property is being renovated for re-sale (flipped) or is a rental property you must hire a contractor to do the work.
- ◆ If the homeowner is to obtain all permits and be the responsible party, a completed Owner/Occupancy Affidavit will be required (available from the building division office).
- ◆ If the contractor is to obtain all permits and be the responsible party, the contractor must be registered with the City of Sandusky.
- ◆ If the homeowner is hiring a contractor and obtaining the permits on behalf of the contractor, the homeowner must provide the permit technician the name of the contractor to verify that the contractor is registered with the City.

If you are planning on hiring a contractor, lists of registered contractors are available from the permit clerk or you may call the building division office at 419-627-5940 to verify the contractor's status.

**Applicant must provide two (2) identical sets of plans.**

The name of the designer and the address where the work is being done must appear on the plans.

Each plan shall consist of:

- Foundation (footing) plan with size and spacing of all footings
- Floor framing plan showing posts, beams & joists.
- Roof framing plan showing trusses or rafters, beams & collar ties.
- Elevations showing side view, front view and back view.
- Section ("Cut Thru" view) showing all details from roof to footing.

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Pre-Manufactured/Pre-Engineered Roof Trusses & Floor Joist Systems  
 Two (2) original Shop Drawings with calculations and original seal by a Ohio registered Design Professional are required to be submitted for review and approval prior to close-in inspection for all Pre-Manufactured/Pre-Engineered Roof Trusses & Floor Joist Systems. Shop drawings with professional seals may not be photocopied and are not acceptable.

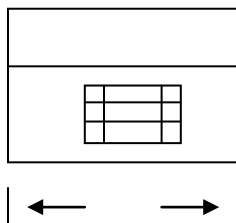
**Preparing your own plans?** Hand drawn plans are acceptable providing they are **legible**.

- ◆ Pencil drawings will not be accepted. (If original is in pencil, please make two copies).
- ◆ Please use a straight edge.
- ◆ Do not use red ink – blue or black ink is preferred.
- ◆ No “white out” or “taped on” details
- ◆ Label all components (Footings, posts, beams, joists, headers, rafters, trusses, etc.).
- ◆ Provide all dimensions in feet and inches.
- ◆ Provide lumber sizes and spacing.
- ◆ Provide lumber species and grade number (example SYP #2)

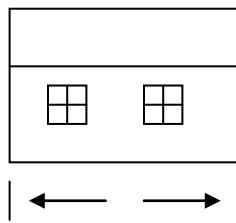
**Checklist for plan preparation:**

- Overall dimensions
- Footing size and depth (frost depth is 36” to bottom of footer, minimum)
- Footing layout, including rebar placement
- Distance between footings
- Post sizes
- Distance between posts columns (beam span)
- Size of ledger board
- Bolt schedule for attachment of ledger board
- Beam sizes (Example Double Two by Twelve equals (2) 2 X 12)
- Span of beam (same as distance between posts)
- Distance between beams & / or ledger (joist span)
- Size of floor joists (pre-manufactured joist require shop drawings)
- Spacing of floor joists
- Size of deck boards
- Direction of deck boards with respect to joists (perpendicular or diagonal)
- Indicate brand and max. span between joists if composite product is used.
- Provide size of all wall openings (door & window sizes)
- Provide Header specifications over all doors & windows
- Indicate if roof system will be pre-manufactured engineered trusses.
- Size & spacing of rafters & collar ties.
- Size of ridge board or beam.
- Ridge beam support method.
- Provide R-values for insulation at all walls, ceilings, and floor showing compliance with IECC.

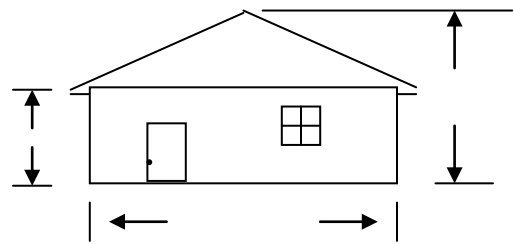
**ATTACHED ADDITION ELEVATIONS**



Front Elevation



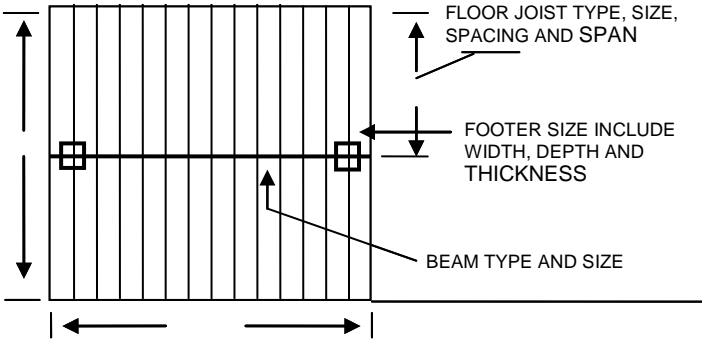
Rear Elevation



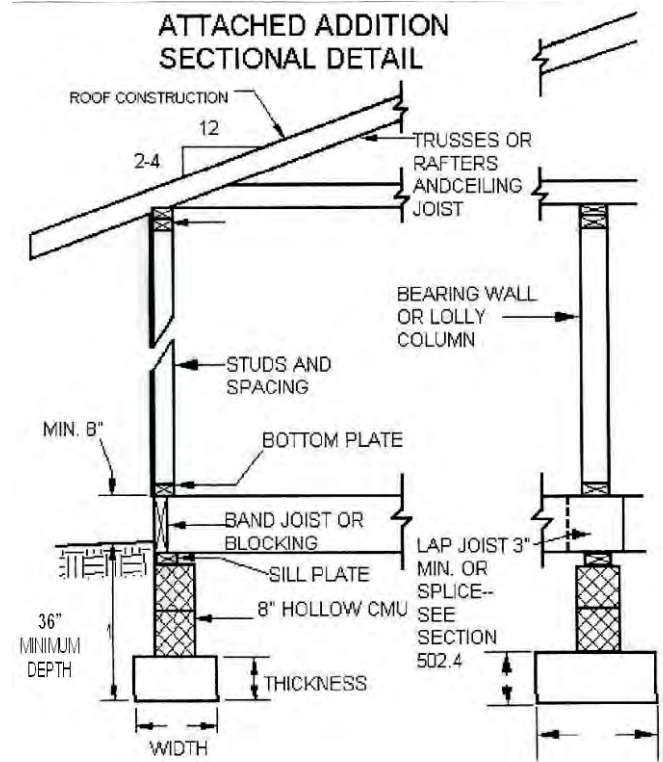
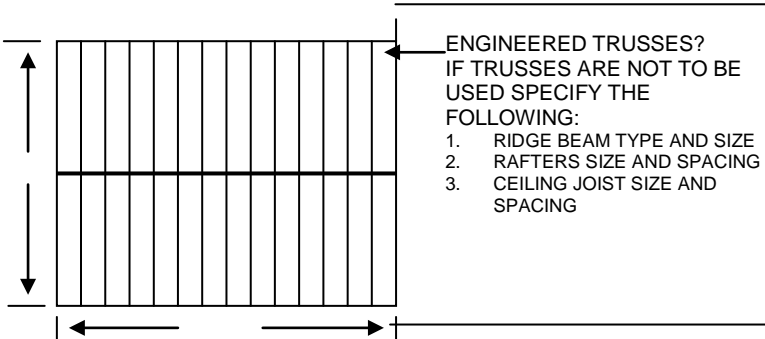
Side Elevation

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**ADDITION FLOOR FRAMING PLAN**



**ROOF FRAMING PLAN**



**FLOOR PLAN**

