

### **What code is enforced by the City of Sandusky?**

The “Residential Code of Ohio for One-, Two- and Three-Family Dwellings is a uniform, statewide residential code which was signed into state law in the late spring of 2005. Non-residential construction is governed by the Ohio Building Code.

The City of Sandusky is a Certified Building Department with authority to enforce the code and is governed by the Ohio Board of Building Standards.

### **What if I want to install a Manufactured Home?**

The Ohio Manufactured Homes Commission (Commission) has jurisdiction regarding the standards for the installation of new and used mobile and manufactured homes.

On Private property, the City of Sandusky’s Building Department will require a plan approval application for the foundation and any accessory structures. The water and sewer connections will require permits and inspection also. You will have to contact an outside agency which has been certified with the Commission which will provide plans review, issue permits, collect permit fees, perform installation inspections, approve or disapprove installations based upon the Commission’s installation standards, and affix the required Commission installation inspection seal prior to occupancy of the home. The Erie County Health Department has been certified to do this.

In manufactured home parks, the Ohio Department of Health (ODH) has inspection jurisdiction for the installation and non-installation aspects of the park. ODH must use the Commission’s installation standards in conducting installation inspections in a park. The Erie County Health Department is certified to perform installation inspections in a manufactured home park.

### **What if I have an existing manufactured home and it is undergoing construction, alteration, or repair?**

Any manufactured home, whether in a park or not, that is under construction, alteration or repair must meet the residential permitting and inspection requirements of the City of Sandusky.

Used manufactured homes should be repaired in a manner that ensures that they continue to conform to the Manufactured Homes Commission standard under which they were constructed. If they are substantially altered in a way that the manufactured home is no longer in compliance, or if the construction, alterations, and repairs are not included in the Manufactured Homes Commission standard, then those manufactured home construction, alterations and repairs undertaken on-site shall comply with the Residential Code of Ohio.

### **Why do I need a permit?**

City ordinances and State law require permits to be issued when work is performed on a structure. The plan review and resulting inspection(s) may uncover shoddy work, faulty materials, deviations from plans, or violations of the code which could result in unsafe or hazardous conditions for you, your family, your employees, or the general public.

### **What types of work requires a permit?**

Any owner or authorized agent who intends to construct, enlarge, alter, repair, move or change the occupancy of a building or structure , or portion thereof, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical, plumbing system , other building service equipment, or piping system, the installation of which is regulated by the state codes, or to cause any such work to be done, shall first make application and obtain the required approval. When in doubt – call the building department at 419-627-5940 – we will be happy to assist you.

The City of Sandusky has adopted regulations relating to swimming pools and spas with a depth of 24” or greater.

***Routine maintenance or minor work***, both defined in the code, can generally be described as flat work on grade, painting, wallpapering, replacement window (no size change), and similar work typically does not require a permit. The code states that such repairs shall not include the cutting away of any wall, partition or portion thereof, the removal or cutting of any structural beam or load bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements; nor shall ordinary repairs include addition to, alteration of, replacement or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring or mechanical or other work affecting public health or general safety. If it is not routine or ordinary approval is required. Replacement of roofing or siding in excess of one square (10' X10') does require a permit.

Residential storage sheds, located in accordance with the Zoning Code, which are not 200 square foot or greater and fencing less than 6 foot in height does not require a building permit but does require a zoning permit. Commercial storage sheds which are not 120 square foot or greater do not require a building permit but require a zoning permit.

Sidewalks, curb and gutters, and approach work and any excavations in the right-of-way require **permits** and approval from the Department of Engineering Services.

If you are located in a flood plain, a **flood plain development permit** (issued by the Department of Engineering Services) is required.

### **What do I need to submit to obtain my permit?**

You will need to submit a **permit application**, the fees due, and two sets (for residential) or three sets (non-residential) of construction drawings (plans) and specifications. If you have not obtained prior Zoning approval, you will need to submit a site plan for Zoning approval for any addition or new construction. Some work, such as replacement of a water heater or furnace, upgrade of an electrical service, siding or demolitions do not require plans. If substantive changes to the structure are contemplated after your first submission, or during construction, those changes must be submitted for review and approval prior to those changes being executed. The building official may waive this requirement in the instance of an emergency repair or similar instance.

### **Where do I apply for a permit?**

The building division office is located in City Hall at 222 Meigs Street on the first floor. Building division hours are 8:00 a.m. to 5:00 p.m. To contact the building division you may call 419-627-5940 or you may reach us by email at [building@ci.sandusky.oh.us](mailto:building@ci.sandusky.oh.us) .

### **How long does it take to get a permit?**

Smaller projects which do not require plan submittal can be issued the same day. If plan review must be done, it may take 10 –14 days, the code requires that you be given an approval or a correction notice within 30 days or your plans are considered approved. We strive to have approvals done in as short a period as possible. If corrections are needed you will be contacted to submit additional or corrected information.

### **How soon can I start my job?**

As soon as plan review is completed, you are issued your permit and your permit is posted at the job site, you may start. An partial approval may be issued and work can only proceed to the point for which approval has been given.

### **When does my permit expire?**

The approval is invalid if construction, erection, alteration or other work has not commenced within 12 months of the approval of the construction documents and specifications. One extension shall be granted for an additional 12-month period if requested by the owner at least 10 days in advance of the expiration.

If in the course of construction work is delayed or suspended for more than six months, the approval of plans or drawings and specifications or data is invalid. Two extensions shall be granted for six months each if requested by the owner at least 10 days in advance of the expiration of the approval. Work must commence as above and continue in a regular manner. The permit is valid for the length of time it takes for the submitted work to be completed.

### **Do I have to call for an inspection?**

It is the duty of the owner or the owner's agent to contact the building division when work is ready for inspection. Access to and means for inspection of such work shall be provided for any inspections that are required by this code. If the work is not ready or the inspection fails, a re-inspection fee will be charged.

When final inspections have been completed and approved, a **certificate of occupancy** will be issued. New construction cannot be occupied or used until a **certificate of occupancy** has been issued.

Failure of the inspectors to inspect the work within three (residential) or four (non-residential) days, exclusive of Saturdays, Sundays and legal holidays, after the work is ready for inspection, permits the work to proceed. Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the building official.

There should be a minimum 24 hour notice before inspection time. Inspectors are available for consultation by appointment. You can leave a message for the inspectors by calling the building division office at 419-627-5940.