

**MADISON COUNTY DEPARTMENT OF BUILDING AND ZONING**  
**COURTHOUSE -1 NORTH MAIN STREET, LONDON, OHIO 43140**  
**740-852-2833 / (FAX 740-845-1788)**

**PROCEDURE TO OBTAIN ZONING AND BUILDING PERMITS**

1. Get **well and septic permit** from the **Health Department** if for a residence, and letter of approval if an addition, garage, pool, deck, etc. Health Department - **740-852-3065**
2. Contact the Madison County Engineers Office for **driveway approval** - 740-852-9404
3. Go to [www.co.madison.oh.gov](http://www.co.madison.oh.gov) print out the Building Application, fill out and submit to [permits@madison.oh.gov](mailto:permits@madison.oh.gov) along with your building plans and a plot plan. **State Approved Plans (stamped by the state)** must be submitted with all **manufactured house plans - - (OBBC)**. *Somerford Township: Somerford Township Zoning Certificate*
4. The Building Official will review plans and you will be called or emailed when your permit is ready
5. When you pick up your Certificate of Plan Approval, you pay the fee and will be emailed **one set of approved plans - must be put on the job site**. *You are given information regarding all necessary inspections and when to call for them.*
6. You must get *additional permits* for **electric, heating, gas and plumbing**. *The electrical and heating contractors must be registered in this office.* The *property owner, if doing the work, or registered contractors*, may get electrical and heating permits. **Plumbing permits** must be obtained from the **Health Department – 740-852-3065**

**Minimum square footage** for a house in Madison County is **1100 square feet**. Fees are calculated on square footage. Multiply the square footage of the living area by 45.00, then by .0045 to get the building fee. Then you add \$40.00 for application fee, \$25.00 for Energy Code Review, \$25.00 for Foundation Inspection, \$25.00 for *each* Fireplace (if applicable), \$25.00 for Occupancy Certificate and (\*) \$25.00 for Zoning Certificate and a 1% of the total for the State required fee.

<b><u>Example</u></b> - 1100 sq. ft. living area	-	\$223.00
Plan Review (House)	-	\$100.00
Application Fee	-	\$ 40.00
Energy Code Fee	-	\$ 25.00
Foundation Inspection	-	\$ 25.00
Fireplace (if applicable)	-	\$ 25.00 (each fireplace)
Occupancy Certificate	-	\$ 25.00
(*) Zoning Certificate	-	<u>\$ 25.00</u>
		\$488.00 (SUBTOTAL)
1% State Fee	-	<u>\$ 5.00 (ROUNDED TO THE NEXT DOLLAR)</u>
		<b>\$493.00 (TOTAL FEE)</b>

(\*) \$25.00 Zoning Fee does not apply to Somerford Township which monitors and collects their own Zoning Fees.

9. Non-living area is also calculated on square footage. Multiply the square footage by \$25.00, then by .0045 to get the building fee. Add \$40.00 for the application fee and \$50.00 for plan review.

(OVER →)

10. **Setbacks** - All (R-1 & A-1 zoned) **Single Family Homes** must adhere to the following setbacks:

- 30' from the both side property lines
- 40' from the rear property lines
- 50' from the road right-of-way line (County or Twp. Rd.)
- 100' from the road right-of-way line (State Highway)

**Accessory Buildings** - 15' from the rear property line,  
30' from the both side property line and  
50' (County or Twp. Road) from the road right-of-way line  
100' (State Route) from the road right-way-line

11. **All detached structures** such as garages, pools, storage buildings, etc. must adhere to the same above setbacks, except for the rear setback, which is 15' from the rear property line.

#### PLOT PLAN

1. Use copy of survey to draw up plot plan. *Show dimensions of lot or tract.*
2. *Show any existing buildings* with dimensions and *show the setbacks* from **ALL** property lines.
3. *Show* the proposed residence, room addition, porch, deck, attached garage, outbuildings, etc., with *dimensions and setbacks* from **ALL** property lines.
4. *Show* location of *well and septic system (including leach field)* on plot plan and distance from proposed addition, deck, detached garage or outbuilding.

#### CONSTRUCTION PLANS

1. Show kind of **foundation** proposed (block, posts, etc.), size, and **depth** below grade.
2. Show **cut-away wall section** showing 2x4's on center and trusses on center. Also show *sizes of headers for doors and windows*.
3. Show *size of beams* and *size of floor joists* and their *location*.
4. Show floor plan (proposed use) with *dimensions*.
5. Show elevation pictures (front, sides and rear).