



## WOOD COUNTY BUILDING INSPECTION

One Courthouse Square, Bowling Green, Ohio 43402

Phone (419)354-9190 Fax (419)373-6786

Email: [buildinginspection@woodcountyohio.gov](mailto:buildinginspection@woodcountyohio.gov)

<https://wcbinspect.co.wood.oh.us>

### RESIDENTIAL BUILDING PERMIT APPLICATION

(1, 2 & 3 Family Dwellings and Accessory Structures)

Description of Work: \_\_\_\_\_ Garage \_\_\_\_\_ Att. \_\_\_\_\_ Unatt. \_\_\_\_\_

Class of Work: New \_\_\_\_\_ Addition \_\_\_\_\_ Alteration \_\_\_\_\_

Zoning Permit No. \_\_\_\_\_ Sewer Permit No. \_\_\_\_\_

Site Address \_\_\_\_\_ City/Township \_\_\_\_\_

Lot Number & Subdivision \_\_\_\_\_

Located N S E W side, between \_\_\_\_\_ and \_\_\_\_\_

Owner \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Contractor \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

**NOTE: CERTIFICATE OF OCCUPANCY/COMPLETION FEE REQUIRED FOR ALL WORK**

#### SQUARE FOOTAGE

#### PERMIT FEES

Basement	_____	Base Fee	\$ 75.00
First Floor	_____	Foundation Only (if applicable) \$125	\$ _____
Second Floor	_____	\$ .20 Per Sq. Ft. (100 Sq. Ft. Minimum)	\$ _____
Garage	_____	Cert. of Occ./Cert. of Completion	\$ 50.00
TOTAL SQ. FT.	_____	SUBTOTAL	\$ _____
		Add 1% State Fee	\$ _____
EST. CONSTRUCTION COST \$	_____	<b>TOTAL</b>	\$ _____

Signature: **X** \_\_\_\_\_

Print Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

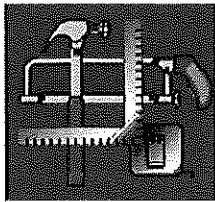
Email: \_\_\_\_\_

Phone No. \_\_\_\_\_

Date: \_\_\_\_\_

File No. \_\_\_\_\_

The undersigned hereby makes application for a permit for the construction, installation, replacement or alteration as herein specified, agreeing to do all such work in strict accordance with the 2019 Residential Code of Ohio, and to save Wood County, Ohio harmless from any and all damages. I understand that the permit issued as a result of this application will expire within one (1) year from issue date if the work has not commenced or lack of any progress



# Wood County Building Inspection

**Robert Cendol - Chief Building Official**

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**Residential Info**

**Commercial Info**

**Applications / Forms**

**Zoning Boards**

**Inspection Info**

**Permit Fees**

**Online Services**

**Contacts**

**Fire Dept Contacts**

**Newsletter**

**Administrative Code**

**Online Payments**

## Contact Info

Bowling Green:  
419-354-9190

Toll Free:  
866-860-4140

Fax:  
419-373-6786

Inspections:  
419-354-9190

## Location

One Courthouse Sq.  
(3rd Floor of Office Bldg)  
Bowling Green, OH  
43402

## GENERAL INFORMATION FOR OBTAINING PERMITS FOR CONSTRUCTION GOVERNED BY THE 2019 RESIDENTIAL CODE OF OHIO FOR ONE, TWO & THREE FAMILY DWELLINGS

The Wood County Building Inspection Department is located on the third floor of the County Office Building adjacent to the Courthouse. The office hours are Monday through Friday.

Summer Hours: 7:30 am to 3:30 pm

Phone: (419) 354-9190, Fax: (419) 373-6786.

E-mail: [buildinginspection@woodcountyohio.gov](mailto:buildinginspection@woodcountyohio.gov) The mailing address is:

**Wood County Building Inspection  
One Courthouse Square  
Bowling Green, OH 43402**

In order to obtain a Building, Plumbing, Heating or Electrical Permit from our office, the applicant will need to do the following:

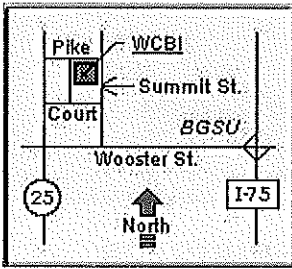
A. For all permits: Fill out the appropriate application and pay the calculated fee.

B. For Building Permits for new construction, additions and/or alterations:

1. Two sets of drawings, permit application and fee shall be submitted to the Department. When approved, both sets of drawings will be stamped and signed and the permit will be issued by the Department. One set of drawings will be retained by the Department and the second shall be maintained at the construction site by the permit applicant. Only complete plans, in accordance with the Residential Code of Ohio for One, Two & Three Family Dwellings requirements, will be reviewed. It shall be the responsibility of the permit applicant to check the plan review status following submission of the drawings for approval.

- a. Each dwelling shall be designed in accordance with the requirements of the Residential Code of Ohio for One, Two & Three Family Dwellings. Copies of the Residential Code are available at our office for review purposes only.

- b. All girders, columns, headers and beams non-uniformly loaded shall be substantiated either by stamp or seal (Registered Engineer or Architect) or by submission of established engineering calculations. Uniformly loaded members shall be engineered or may be determined by the appropriate tables in the Residential Code of Ohio for One, Two & Three Family Dwellings.



### Office Hours

Monday - Friday:  
7:30 am - 3:30 pm  
Saturday & Sunday:  
Closed

### Links

[International Code Council](#)  
(Public Access)

[Ohio Dept. of Commerce](#)

[Ohio Building Officials Association](#)

[Ohio Association of Plumbing Inspectors](#)

[NW Ohio Building Officials Association](#)

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### E-Mail us at:

[BuildingInspection@woodcountyohio.gov](mailto:BuildingInspection@woodcountyohio.gov)

- c. All footings and/or pads not bearing on virgin soil (undisturbed soil condition) shall be designed and substantiated either by stamp or seal (Registered Engineer or Architect).
  - d. In addition to the above, drawings shall be to scale and shall show the size, span, material and direction of run of all joists and rafters.
2. No work is to commence at the job site until the building permits have been obtained.
  3. Revisions to approved plans shall be by submission of revised drawings for approval as outlined in item 1 above.
  4. Plans will be reviewed in the order in which they are received and no plans will be "walked through" at the time of the application.
  5. Prior to the issuance of the Building Permit:
    - a. A copy of the Zoning Permit shall be submitted for our file.
    - b. If a Sanitary Sewer Permit or Septic Tank Permit has been required, supply our office with the permit number.
    - c. If you currently have an existing septic system and/or well contact the Wood County Health Department concerning the Property Improvement Program (P.I.P.). If a permit is required, supply our office with the permit number.
    - d. If a Water Tap Permit is required from "Northwestern Water & Sewer District" (NWWSD), supply our office with the approved permit number.
    - e. Supply our office with the Wood County Engineers SWIP permit if applicable.

Property owners or contractors may apply for the above permits, which can be obtained by mail by including a stamped, self-addressed envelope with the application and fee. However, no drawings will be returned via mail from our office due to the volume and size of the plans we receive. Contractors applying for electrical, plumbing, or HVAC permits are required to have a valid State of Ohio license for that specific trade. Property owners are exempt from this requirement providing all work is personally performed by himself, and the premises is occupied or to be occupied by himself.

Work started without having applied for required permits will be subject to double the original fee.

# Requirements for “Building Permits”

Building Permits for projects governed by the “2019 RESIDENTIAL CODE OF OHIO FOR ONE, TWO & THREE FAMILY DWELLINGS” are as follows:

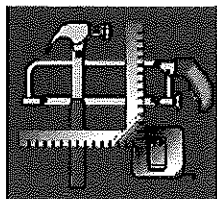
\*Any project requiring a “Building Permit” will need to go through Wood County Building Inspection.

PLEASE TAKE ALL OF THESE HANDOUTS (FROM WOOD COUNTY), SO THAT YOU HAVE THE PROPER INFORMATION NEEDED TO HELP YOUR “BUILDING PERMIT” PROCESS GO AS QUICKLY AS POSSIBLE.

THANK YOU SO MUCH!

Danny Markley (419) 335-5041 (extension-1035)

Code Administrator for the City of Wauseon



# **Wood County Building Inspection**

**Robert Cendol - Chief Building Official**

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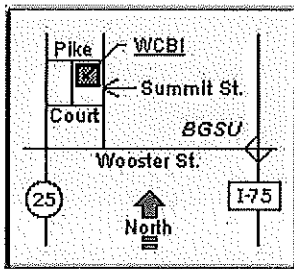
## **Location**

One Courthouse Sq.  
(3rd Floor of Office Bldg)  
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Once a project begins, the following inspections are mandatory, and it is the obligation of the permit holder or his agent to contact our office to arrange for these inspections. Arrangements should be made at least 24 hours in advance by calling our office at (419) 354-9190. We schedule daily until 3:00 PM.

1. **FOOTING INSPECTION:** shall be made prior to the pouring of any concrete footing. Trench, rails and any reinforcing shall be in place at the time of inspection.
2. **FOUNDATION INSPECTION:** shall be made prior to the pouring of foundation walls or piers if reinforcing (rebar) is present. Reinforcing shall be in place at the time of inspection. If reinforcing is not required, then this inspection shall be made prior to the backfilling of foundation walls or piers. Foundation coatings and drainage tile shall be in place, when needed, at the time of inspection.
3. **STRUCTURAL INSPECTION:** shall be made after completion of structural work, before any insulation, drywall, lath or paneling, etc. is applied, but after any required plumbing, electrical and/or heating rough-in inspections have been approved. All framing shall have been completed with firestops, collar ties, bridging and nailers in place.
4. **ROUGH PLUMBING INSPECTION:** shall be made after completion of plumbing drainage rough-in while under test and prior to covering any pipe.
5. **FINAL PLUMBING INSPECTION:** shall be made after installation of all plumbing equipment and while under final air test.
6. **ROUGH ELECTRICAL INSPECTION:** shall be made after completion of electrical rough-in prior to covering any wiring.
7. **FINAL ELECTRICAL INSPECTION:** shall be made after installation of all electrical equipment and/or fixtures.
8. **ROUGH HEATING INSPECTION:** shall be made after completion of heating rough-in prior to concealment.
9. **FINAL HEATING INSPECTION:** shall be made after completion of the installation of the heating system and in firing condition.
10. **FINAL BUILDING INSPECTION:** shall be made after completion of all construction, with gutters, splash blocks, handrails, attic access panels, vapor barriers, etc. in place and prior to occupancy.

Any work which does not meet the standards contained in the applicable Building Code shall be corrected within a reasonable time specified by the



Building Inspector or his authorized representative. A re-inspection shall then be made at no additional fee. If the inspections cannot be performed when the inspector arrives on the scheduled day due to (corrections not completed, not ready, locked out, no approved plans on site, etc...) a re-inspection fee will be applied to the permit as posted in our Administrative Code.

When all inspections are completed and approved, a **Certificate Of Occupancy** will be issued. Occupancy shall not take place prior to the issuance of the Certificate.

### Office Hours

Monday - Friday:

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Saturday & Sunday:

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