

Hours of Operation

Monday through Friday:
7:30 am to 4:30 pm

Phone

937-521-2160
937-328-2621 fax

E mail

communitydevelopment@clarkcountyohio.com

Personnel:

Thomas A. Hale, Director, CBO

Roger Crippen, Chief Building Inspector

Terry Shaffer, Building Inspector/ Zoning Inspector

John Klenke, Chief Electrical Inspector

Jerry Downs, Electrical Inspector/Residential Building Inspector

Visit our Web Site

www.clarkcountyohio.gov/commdev

The Clark County Community Development Department is committed to preserving the public health, safety, and welfare in all jurisdictions under our authority in the new construction environment through the effective, efficient use, and enforcement of current residential and commercial building code requirements of the State of Ohio.

Should you have any questions regarding codes or construction, please feel free to contact us. Clark County is a member of the following organizations which can also help answer your code questions.



Miami Valley Building Officials' Council

Serving West Central Ohio
Since 1957



All of our inspection staff are certified by:

Procedures for Securing a Building Plan Approval



Clark County Community Development

Springview Government Center

3130 E. Main St, Suite 1A
Springfield, OH 45505
(937)521-2160/(937)328-2621 Fax
www.clarkcountyohio.gov/commdev

What is a building plan approval?

A plan approval gives you legal permission to start construction of a building project in accordance with approved drawings and specifications. Approvals are required for change of use or occupancy.

When do you need a plan approval?

- Any change of use, alteration and/or addition to a building, alteration to electrical/mechanical systems, will require a plan approval.
- Commercial buildings, new dwellings and additions/alterations to these structures.
- Garages, pole barns, sheds (over 200 square feet)
- Porches and decks

Typically cosmetic items such as siding, painting, spouting, etc. do not require a plan approval. A re-roofing plan approval is not required by this department. (When replacing rafters or roof structure a plan approval is required) However, any work that is not required to have a plan approval that is addressed by the adopted building code still must comply with the code.

Procedures for Obtaining a Building Plan Approval

- 1. Building Notice:** A building notice is required for every building plan approval submittal. The building notice is obtained from the Clark County Auditor/Real Estate Office at the A.B. Graham Memorial Building located at 31 N. Limestone St. (on the corner of Limestone St. and Columbia St.) 937-521-1891.
- 2. Site Approval:** Site Approval is required for any new structure or additions not on public sewer. Contact the Clark County Combined Health District located at 529 E. Home Rd. 937-390-5600.

3. Plans:

- A. Residential:** Must be to scale no less than 1/8" = 1' and sufficient detail to perform a complete code review. If you are unsure your plans are sufficient please contact our Residential Plans Examiner for an appointment. Two (2) sets of building plans are required.

- B. All plans must comply with the 2009 International Energy Conservation**
www.energycodes.gov/rescheck/index

- C. Commercial:** Call the office for specific details required. Per the OBC, plans must be sealed by an Ohio registered design professional. Five (5) sets of construction documents must be submitted.

4. Zoning: Zoning approval is required to be

submitted before a building plan approval will be issued. Clark County performs the zoning inspections and review for Bethel, Green, Harmony, Mad River, Moorefield and Madison Townships. The following jurisdictions enforce their own zoning requirements:

- a. Village of Donnelsville - 882-1375
- b. German Township - 964-1661
- c. City of New Carlisle - 845-9492
- d. Village of North Hampton - 964-1362
- e. Pike Township - 964-8186
- f. Pleasant Township - 828-1209
- g. Village of South Charleston - 462-8888
- h. Village of South Vienna - 568-4311
- i. Springfield Township - 322-3459
- j. Village of Catawba - 828-1345
- k. Village of Enon - 864-7870

5. Application: An application for a plan approval

is required to be completed in it's entirety. You may obtain an application at our office or online. If the application is not completed the application will be rejected and will not be processed until all the information requested is on application.

Jurisdiction

The Clark County Community Development Department is authorized to perform inspections in all unincorporated areas within the boundaries of Clark County, Ohio and the following corporations:

Village of Donnelsville

Village of Enon

Village of North Hampton

Village of South Charleston

Village of South Vienna

Village of Catawba

City of New Carlisle