

Hours of Operation

Monday through Friday:
8:00am to 5:00pm

Phone:

937-521-2160
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Personnel:

Thomas A. Hale, Director, CBO

Donald P. Kiley, Master Plans
Examiner

Roger Crippen, Chief Building Inspector

John Klenke, Chief ESI

Jerry Downs, Electrical Inspector

Terry Shaffer, Building Inspector

Visit our Web Site:

www.clarkcountyohio.gov/commdev

The Clark County Building Regulations 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.



www.mvboc.org



www.oboa.org

All of our inspection staff is 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

Thomas A. Hale, Director CBO, RBO

- **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 foot)
- Porches and decks

Typically cosmetic items such as siding, painting, spouting, etc. do not require a plan approval. A re-roofing 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 an approval that is addressed by the adopted building code still must comply to the code.

Jurisdiction

The Clark County Building Regulations 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
- City of New Carlisle
- Village of South Charleston
- Village of South Vienna
- Village of Catawba

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 located at the A.B. Graham Memorial Building on the corner of Limestone and Columbia St. 937-521-1891
2. **Site Approval:** Site approval is required for new dwellings and room 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 2006 International Energy Conservation.** www.energycodes.gov/rescheck/index
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 845-9493**
 - 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 its 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 the application.

c. **Commercial:** See plans examiner 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.