



Delaware County

CODE COMPLIANCE

A Department of the Environmental Services Division

Building Regulations Floodplain Regulations Zoning Regulations

Residential permit application and plan review Requirements and procedures

04/26/07

At the time of application, **two** complete sets of the construction documents (includes a 2003 version of the Model Energy Code, Light and Vent schedule, Attic ventilation calculations) shall be submitted. A **Flood Damage Prevention Development Permit** application shall be submitted if any portion of the property is in an identified flood hazard area. **Plot plans** must be submitted as part of the construction documents as well as a copy of the **township zoning permit**, the **certified address form** (if a new dwelling on the lot), a copy of the **septic permit** if applicable, a copy of the required DESC (5 acres or less) or drainage permit (more than 5 acres), layout drawings and data sheets for all engineered products (floor joist, roof trusses, engineered wood beams) must be submitted before a permit can be issued. If **electrical or hvac** work is to be done on the proposed project, schematic drawings for these systems shall also be included in the plan submittal. If **electrical, hvac or gas piping** work are involved; these can be covered under the blanket permit with the original plan submittal application or separate applications can be submitted at a later date.

Applications will not be accepted without the **certified address form**. Incomplete documentation or information will result in the application not being accepted. A **permit application** shall be **completely filled out** (front and back) with all information and signed by the owner or his authorized agent.

At time of submittal, a \$25.25 non-refundable application fee will be required.

Plans submitted for review may need to be accompanied by a drainage permit at the time of application. A DESC permit thru the County Engineers office is required for all 1, 2, & 3 family residences being constructed on properties less than 5 acres in unincorporated areas. A Soil and Water Drainage permit obtained thru the Delaware County Soil and Water Conservation office is required for 1, 2, & 3 family residences, accessory buildings, and swimming pools being constructed on properties 5 acres or more in size.

The plans will then be processed for review. To be approved they must be complete and show code compliance in all areas (see attached plan review checklist). We will be issuing **three** types of approvals. **Full approval** will be given to those documents that are complete and show compliance in all areas. **Phased approvals** will be given to those documents that show compliance at least through the foundation stage and can be given up to a point beyond if the plans show compliance further. **Conditional approval** will be given to those documents that contain only minor discrepancies and resubmission of new documents is not warranted.

By code all new 1, 2, & 3 family dwelling construction documents must be processed in the order in which they are received. Documents that are rejected fully or partially require that two complete sets of revised documents be resubmitted for review. When these documents are submitted they will be placed in line in the order in which they are received. Pencil or ink corrected drawings are not acceptable. Submitted drawings should be clean copies of the corrected original drawings.