



CITY OF LANCASTER

Building Department

121 East Chestnut Street, Suite 102

Lancaster, Ohio 43130-3825

(740) 687-6649

Fax (740) 681-5030

Web site: www.ci.lancaster.oh.us/dept/building

When permits are NOT required:

Officially, any remodeling project which does not include structural changes and includes like-for-like direct replacement in the same original location does not require a permit.

The following projects **do not** require a permit:

1. Kitchen/Bath fixture replacement or remodeling that does not require structural changes.
2. Interior refinishing to include painting, papering, tiling, carpeting, counter tops, cabinets, varnishing, paneling and molding.
3. Door or Window replacement when using the existing opening.
4. Gutter and downspout installation and repairs.
5. Roof repair or replacement (residential) if no sheeting or support system changes are made. Commercial roof replacement requires a permit & drawing of existing roof system and completion of the "Roof Data Sheet"
6. Repair or installation of any size driveway, sidewalk and/or patio 200 square feet or less if installed per city specifications with detail to set backs, right-of-ways and zoning compliance.
7. Tuck-pointing and/or repair of exterior masonry.
8. Basement waterproofing or installation of a waterproofing system.
9. Uncovered decks and sheds 200 square feet or less. Sheds and accessory buildings greater than 200 square feet require a permit and must be constructed with a permanent foundation.
10. Fences not over 6 feet in height.
11. Retaining walls that are not over 4 feet in height measured from the bottom of the foundation to the top of the wall.
11. Water tanks supported directly on grade if 5,000 gallons or less.
12. Playground equipment and swings associated with a one or two family dwelling.
13. Window awnings supported by an exterior wall which does not project more than 54 inches from the exterior wall and does not require additional support.
14. Prefabricated swimming pools that are less than 24 inches deep.
15. Minor electrical repairs and maintenance including lamp replacement.

16. Installation or repair of portable heating, cooking or clothes drying appliances.
17. Replacement of any minor mechanical, gas or electric device(s) that does not alter the rated listing approval of equipment or make such equipment unsafe.
18. Installation or repair of portable fuel cell appliances that are not connected to a fixed piping system or power grid.
19. Installation or repair of portable heating, cooling or ventilation systems.
20. Installation or repair of portable evaporative cooler or self contained refrigeration system containing 10 pounds or less of refrigerant or that are actuated by motors of 1 horsepower or less.
21. The stopping of leaks in drains, water, soil, waste or vent pipe: provided, however, that if any concealed trap, drainpipe, water, soil, waste, or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material(s), such work shall be considered as new work and a permit shall be obtained and inspection made as required.
22. The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.
23. Gas or electric powered hot water heating appliance installed in a residential dwelling if an exact replacement is used to replace the malfunctioning unit.

REPAIRS: A permit application is not required for ordinary repairs to structures, replacement of lamps or connection of approved portable electrical equipment to approved permanently installed receptacles. Such repairs **shall not include the cutting away of any wall, partition or portion thereof**, the removal or cutting of any structural beam or load bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements: nor shall ordinary repairs include addition to, alteration of, replacement or relocation of any, water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring or mechanical or other work affecting public health or general safety.

The key to determining if a permit is required is if structural changes are made to the building. The definition of "structural" is anything which is built or constructed, therefore a permit is required if anything that has been built or constructed is being changed from the original design and construction per approved plans.

EMERGENCY WORK: Where equipment replacement and repairs must be performed in an emergency situation, the permit application shall be submitted within the next business working day to the Building Department.

If you have any doubt if a permit is required you must contact the Building Department and discuss your project with a building official.