



# CITY OF LANCASTER

## BUILDING DEPARTMENT

121 East Chestnut Street, Suite 102  
Lancaster, Ohio 43130-3825  
(740) 687-6649

Forms & Information web site: [www.ci.lancaster.oh.us/dept/building](http://www.ci.lancaster.oh.us/dept/building)

### MINIMUM REQUIREMENTS FOR PLAN APPROVAL RESIDENTIAL CONSTRUCTION

(All applications MUST include the following five (5) items)

1. Complete the Permit Application with:
  - a. Type of permit requested.
  - b. Property information.
  - c. Owner information.
  - d. Estimated start/finish dates and value for each type of permit application.
  
2. Return the completed Permit Application to the Lancaster Building Department with a **\$126.50 non-refundable deposit for new homes or \$50.00 for room additions and other small construction projects as shown on the condensed fee schedule**. The deposit shall be applied toward the final review and permit fee.
  
3. Provide a **total of two (2) complete sets of drawings of the plans and specifications** for the building, and **three (3) sets of site drawings**. Failure to include the proper number of drawings will result in the entire application returned unprocessed. One set of building drawings and one set of site drawings will be returned upon approval of the permit. These approved drawings, permit cards issued, and related correspondence shall be maintained at the project site.
  
4. **Minimum drawing requirements include, but are not limited to:**
  - a. Floor Plan(s) including an overhead view showing all rooms and their intended use including door and window sizes.
  - b. Foundation Plan (side elevation) showing the footer, foundation, floor framing, sidewall framing and roof framing.
  - c. Basement foundation plans shall include an overhead view of beam locations, size and pier pad or support locations, footer dimensions and location of crawl space vents if any.
  - d. Provide an overhead view showing all floor joists size, direction, spacing and spans.
  - e. Roof truss engineering drawings, sealed by Professional Engineer, registered in the State of Ohio.
  - f. Site drawings indicating zoning compliance, grading conforming to the approved subdivision grading plan, sewer and water main locations.
  - g. On a separate copy of the floor plans include a plumbing schematic showing all fixture locations, supply and waste drain lines, sizes and types. Show location of incoming water and waste lines.
  - h. On a separate copy of the floor plans include an electrical drawing showing placement of all outlets, switches, light fixtures and a branch circuit schedule. Show compliance to the National Electrical Code.
  - i. On a separate copy of the floor plans include locations of supply and return air vents. Indicate equipment sizes, efficiencies and system layout. Provide and attach an energy audit for all new construction and room additions.
  
5. Provide a list of all subcontractors including their registration number(s). A subcontractor list shall be included with the application, or shall be submitted before the permits can be issued. All contractors **MUST** be registered with the Building Department. Registration forms are available in our office or on-line at [www.ci.lancaster.oh.us/dept/building](http://www.ci.lancaster.oh.us/dept/building)

Revised 3/05