

**HURON TOWNSHIP**  
**BUILDING PERMIT APPLICATION**

Jurisdiction: Huron Twp.  Huron City  Milan Village  Berlin Village  Margaretta Twp.   
Oxford Twp.  Castalia Village

**Property Owner:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_

**Contractor:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_

**Location of Project**

Street Address: \_\_\_\_\_

Lot #: \_\_\_\_\_

Parcel #: \_\_\_\_\_

**Project Description:**

New Structure:  Addition/Remodeling  Other

Use: Residence  Single Family  Two Family  Three Family

Detached Accessory Building  Other: \_\_\_\_\_

Area of Project: \_\_\_\_\_ sq. ft. (round up to the next 100 sq. ft.)

**Setbacks:** (Required for all new structures and additions)

Front Yard: \_\_\_\_\_ ft. (for new structures only)

Front yards of adjoining structures: right \_\_\_\_\_ ft. left \_\_\_\_\_ ft.

Side Yards: right \_\_\_\_\_ ft. left \_\_\_\_\_ ft.

Rear Yard: \_\_\_\_\_ ft.

**(All of the above measurements shall be from the property line)**

**Overall height of the proposed structure: \_\_\_\_\_ ft from final grade**

**Flood Zone** of the Subject Property: A  B  C  D

(If the subject property is in a zone designated by an A, a Flood Elevation Certificate must accompany this permit application.)

**What permits are being applied for:**

Structural  Electrical  Temporary Electric

**HURON TWP. BLDG. APPLICATION**

**#2**

Value of the Work being Done:(excluding the lot) \$ \_\_\_\_\_  
(round to the next \$1,000)

A complete set of plans, specifications, and a site plan must accompany this application. It is not necessary to submit complete electrical and plumbing plans.

**CONSTRUCTION DETAILS:**

**FOOTERS:**

Size of footers: \_\_\_\_\_ Depth of footer below final grade: \_\_\_\_\_  
Reinforcing bars: yes  no

**FOUNDATION WALL:**

block  size of block \_\_\_\_\_ inch  
#4 (1/2")  #5 (5/8")  #6 (3/4")   
bars every \_\_\_\_\_ inches  
overall height of the wall \_\_\_\_\_ inches  
no reinforcing  explain \_\_\_\_\_

poured concrete  thickness of wall \_\_\_\_\_ inches  
reinforced yes   
#4 (1/2")  #5 (5/8")  #6 (3/4")   
bars every \_\_\_\_\_ inches  
no reinforcing  explain: \_\_\_\_\_

Anchor Bolts: (required 6' on center and within 12" of corners)

Does anchor bolt installation meet Code? yes  no

Depth of unbalanced fill\* against foundation wall? \_\_\_\_\_ ft.

\*(difference in height of interior floor and exterior grade)

**General Framing:**

Are all floor supports (beams and columns) properly secured to avoid displacement.

yes  no

**Floor System:**

**1<sup>st</sup> floor**

Joist dimension \_\_\_\_\_ o/c \_\_\_\_\_ Longest span \_\_\_\_\_

Joist hangers used yes  no

Deck material \_\_\_\_\_

# HURON TWP. BLDG. APPLICATION

#3

## 2<sup>nd</sup> floor

Joist dimensions \_\_\_\_\_ Longest span \_\_\_\_\_

Joist hangers used    yes     no

Deck material \_\_\_\_\_

Walls:            Framing dimension \_\_\_\_\_ o/c

Exterior sheathing \_\_\_\_\_

## Truss/Rafters

Dimension \_\_\_\_\_    Site built     Pre-built  (Pre-built requires the submittal of  
manufacturers specifications)

Truss ties (hurricane straps)    yes     no  (Required)

Roof:            Deck Material \_\_\_\_\_

Ice guard    yes     no  (Required)

Shingles \_\_\_\_\_

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## Life Safety:

1. Are "hardwired" smoke detectors installed in each sleeping room, in the immediate vicinity of each sleeping area and on each floor including the basement.  
yes     no
2. Does at least one window in each sleeping area meet the following minimums:
  - a. sill height less than 44" from the floor
  - b. at least 5.7 square feet of openable area on the 2<sup>nd</sup> floor and at least 5.0 square feet of openable area on the 1<sup>st</sup> floor.
  - c. Minimum clear dimensions of 22" wide and 24" high.  
yes     no
3. Will all possible storage areas under stairways be covered with at least one (1) layer of ½" drywall?    yes     no
4. If there is an attached garage, is it completely separated from the residence with at least one (1) layer of ½" drywall and are all communicating doors rated for at least ½ hour?    yes     no
5. Is there a driveway opening, mailbox, or any other type of opening planned for the right-of-way area.    yes     no  (Right-of-way opening information attached.)--**CUTTING OF THE CURB IS ONLY PERMITTED WITH THE PROPER PERMIT (Application and Specifications attached)**



**HURON TOWNSHIP  
BUILDING DEPARTMENT  
RESIDENTIAL  
BUILDING PERMIT PROCEDURE**

The following is the procedure being used when applying for a building or electrical permits, including temporary electrical or electrical service updates for a residential project within the Huron Township Building Department jurisdiction. (Huron Twp., City of Huron, Milan Village, Margaretta Twp., Berlin Village, and Oxford Twp.) This procedure outlines your responsibility and the Building Department's timetable for the issuance of your permit.

The procedure is as follows:

1. The applicant shall secure the building/electrical permit application at the Building Department Office, 1820 Bogart Road, Huron, Ohio, ----(419) 433-2755 or through your Zoning Inspector. The permit application shall be returned to the office either personally or by mail. You are required to apply for your plumbing permit from the Erie County Health Department, Sandusky, Ohio.
2. All applicable questions on the permit must be answered fully and all required information must be submitted. If you find a question that is confusing or you don't know how to answer, please contact the Building Dept. office for assistance.
3. Your permit application will be reviewed by the Department within two (2) work days from our receipt of the completed application. If there are questions, a problem is found with your application, or all the required information is not submitted as required, you will be contacted within this two (2) day review period. If there is no problem with your completed application, the permit will be issued within three (3) days of the date it was received.
4. After your permit is issued, there are a number of "benchmarks" or important inspections required by the Department. These can be found on the "Required Inspections" section of this application packet. It is ultimately the owner's responsibility to assure that these inspections are performed.
5. Pay particular attention to the section of the application that asks about the driveway or street opening. Before any work is done in the right-of-way, you are required to secure a "street opening" permit from the applicable jurisdiction. Also, you are responsible for your mailbox. It must be installed using a "breakaway" design.
6. If, at any time during this procedure, you have a question or a problem arises, do not hesitate to contact this office at the above phone numbers.

**KEEP THIS PAGE FOR YOUR REFERENCE**

**HURON TOWNSHIP  
BUILDING DEPARTMENT  
REQUIRED INSPECTIONS**

The following inspections are required by the Building Department. It is ultimately the owner's responsibility to notify the Department when the structure or work is ready for inspection however, this notification will usually come from the contractor. The phone number of the Building Department is (419) 433-2755 and it is open from 7:30 AM – 3:30 PM on regular workdays. When you contact the Department for an inspection, it will be conducted as quickly as possible, depending on both yours and the Inspector's schedule.

The inspections are as follows:

- #1) Footers - after the excavation is prepared and the footers are formed but before they are poured.
- #2) Foundations - as the foundation wall is being constructed.
- #3) Framing - Before insulation and drywall while the walls are open and while all structural members can be examined.
- #4) Final - before the residence is occupied and after all aspects of the project are complete, including but not limited to; all plumbing and electrical is completed, all smoke detectors are in place and operable, and sump pumps and other storm drainage is properly connected to the storm sewer system and/or yard drains. (Storm water must not be disposed of in the sanitary sewer system).

In addition to the above inspections, the Township requires electrical inspections (rough-in and final inspections) Final inspections are done at the time of the occupancy inspection by Building Department personnel. You are required to notify the inspectors and schedule inspections using the following numbers:

Electrical --- Steve Ritzenthaler (419) 357-1006  
or  
Ron Tussing (419) 668-7688

If you have any questions, please contact the Building Department at the above phone number.

\*\*\*If any type of opening is planned in the Township/City/Village street right-of-way, a street opening permit is required. (This includes driveways) This permit is secured from the Building Department if the work is being done in Huron Township or in the City of Huron. For work done in the Village of Berlin Heights, Margaretta Twp., the Village of Milan, or Oxford Twp., or Castalia Village, the permit must be secured from the zoning authority before the work is started. Should you fail to secure the required permit, the appropriate jurisdiction (Township/City/Village) could require removal of materials to the point that an inspection can be completed.

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**HURON TOWNSHIP  
RESIDENTIAL CONSTRUCTION  
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