

## CHECKLIST FOR VARIOUS DEVELOPMENTS IN SHELBY COUNTY

This checklist is intended to provide applicants with a general outline of what permits are needed in Shelby County depending on the proposed project. This form is not meant to replace any application or permitting requirements of Township Zoning, Health Department, Regional Planning (floodplain), State or other applicable regulations or permits. Separate permits for each and every regulation must be obtained prior to development. The Building/Electrical Department has jurisdiction for residential and commercial development in all unincorporated areas of the county and also within the villages of Anna and Jackson Center.

### Various Requirements

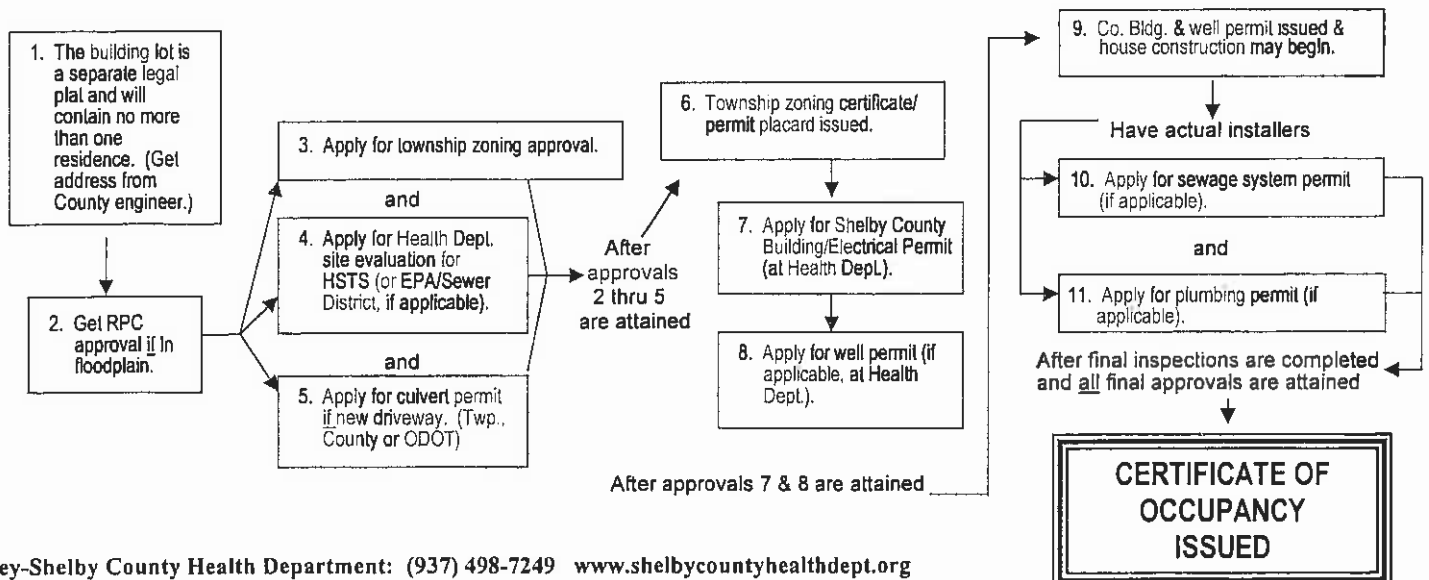
Type of Project	Township Zoning	Health Dept. Site Evaluation To Determine Sewage System Compliance	Health Department Permits			
			Building/Electrical	Well	Sewage	Plumbing
Agricultural Building	Maybe	Only on a lot with a sewage system	Only electric	No	No	Maybe
Outbuilding/Shed/Detached Garage/Other Structure (non-agricultural) that is 200 square feet or larger	Maybe	Yes	Yes	Maybe	Maybe	Maybe
Rural – New Construction (1, 2, 3 family)	Yes	Yes	Yes	Yes	Yes	Yes
Rural – Addition/Remodeling (1, 2, 3 family)	Yes	Yes	Yes	Maybe	Maybe	Maybe
Four or More Unit Residential Building (new/remodeling)	Yes	No	Yes	Maybe	EPA	Yes
Commercial/Industrial or Business Building or Use	Yes	No	Yes	Maybe	EPA	Yes
Decks, or Concrete Patios with a footer	Maybe	Yes	Yes	No	No	No
New Electric Service or Upgrade	No	No	Yes	No	No	No
New or Upgrade Water System	No	No	No	Yes	No	Maybe
New or Upgrade Sewage System	No	Yes	No	No	Yes	Maybe
New or Upgrade HVAC	No	No	Yes	No	No	Maybe
In-Ground Swimming Pool	Maybe	Yes	Yes	No	No	Maybe
Pond	Maybe	Yes	No	No	No	No

“Maybe” = Check with applicable agency

#### Other Projects

- Any project in Miami Conservancy District, 800-451-4932, must contact prior to Zoning Permit
- Any project in floodplain – See Shelby County Regional Planning Commission, 498-7273, prior to Zoning Permit
- New Culvert – See Shelby County Engineer’s Office, 498-7245, or Township Trustees
- Ditch Alteration – See Shelby County Engineer’s Office, 498-7245
- If project is four or more unit apartment, or commercial/industrial/business and not in the unincorporated areas, Jackson Center, or Anna, contact State Dept. of Commerce at 800-523-3581
- For sewage system requirements of a four or more unit apartment, or commercial/industrial/business, contact Ohio EPA at 937-285-6357
- If in Sewer District (Lake Loramie, Arrowhead Hills, Hickory Dell, Millcreek) – See Shelby County Sewer District, 419-628-3411

### Typical Procedure for New Homes or Remodeling



## **THE SIDNEY-SHELBY COUNTY HEALTH DEPARTMENT**

**202 W. Poplar St., Sidney, OH 45365, Phone: 937-498-7249, Fax 937-498-7013**

**E-mail: [sschd@odh.ohio.gov](mailto:sschd@odh.ohio.gov) Website: [www.shelbycountyhealthdept.org](http://www.shelbycountyhealthdept.org)**

**Hours: 7:30 a.m. – 4:00 p.m., Monday-Friday, Health Commissioner: Robert M. Mai, MPH, RS**

### **The various programs operated out of the Health Department.**

(Application packets are available at the Health Dept. or on the Health Dept. website listed above.)

#### **A. LAND SURVEYS**

- Use for creating new residential building lots and non-building lot/add-ons that are 5 acres or less in size.

#### **B. SEWAGE SYSTEMS**

- Use for HSTS installation/alteration/renovation or when there is proposed development (i.e. addition, barn, pond, etc.) that will permanently reduce the amount of ground area on a residential lot.

#### **C. BUILDING/ELECTRICAL**

- Use for new residential or commercial construction out in the County, also: room additions/remodeling, garages, decks, and new or upgrades of electric or HVAC, etc.

#### **D. WATER SYSTEMS**

- Use for the new installation or alteration of a private water system (well), and also for the sealing of a private water system (well).

#### **E. PLUMBING**

- Use for the new installation or alteration of interior plumbing, including water heater/water softener replacement, and backflow preventer recertification.

### **Various personnel for inspecting and administering the various programs.**

#### **REGISTERED SANITARIANS**

Work in the Environmental Division with the land survey, sewage system, water system, food, pool/spa & park/camp programs: reviewing plans, answering questions, performing inspections, giving approvals, etc.

Contact the appropriate person, depending on what Township you are working in.

Best time to reach Sanitarians in the office is 7:30 a.m. – 9:00 a.m., Monday – Friday

**Kent Topp** – Director of Env. Health, assists other R.S. throughout the County.

**Rebecca Hart** – Emergency Preparedness Planning/Oversees portion of Clinton Twp. & Sidney.

**Ted Wuebker** – oversees Cynthian, Loramie, McLean, & Washington Twps.

**Jay Stammen** – oversees Dinsmore, Franklin, Turtle Creek, & Van Buren Twps.

**Mike McClain** – oversees Green, Jackson, Orange, Perry, & Salem Twps.

**Rusty Schwepe** – oversees portion of Clinton Twp. & Sidney.

#### **BUILDING/ELECTRICAL INSPECTOR**

Works in the building program in several area counties: answering questions, performing consultations, performing inspections, etc.

**Phill Kniess**- does the majority of the bldg./electrical inspections in Shelby Co/villages of Jackson Center & Anna. To schedule bldg./electric. inspections or to arrange to meet with the inspector contact:

National Inspection Corporation

311 Regency Ridge, Dayton, OH 45459

Phone: 888-433-4642, Fax: 937-433-0949

E-Mail: [NATINSPECT@aol.com](mailto:NATINSPECT@aol.com)

#### **PLUMBING INSPECTORS (Contracted with the Miami County Plumbing Department)**

Review plans, answer questions, perform inspections, give approvals, etc.

For plan review, drawing submittals, inspection scheduling call: (937)-440-5451 or (937) 440-5450.

**Barry McMillen** – Chief Plumbing Inspector

**Jerry Puterbaugh** – Plumbing Inspector

XYZ, Revised 04/07/2009