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
B.  SEWAGE SYSTEMS
C.  WATER SYSTEMS

Registered Sanitarians

Work in the Environmental Division with the land survey, sewage system, water system, food, pools, camps, etc. 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 Environmental Health, oversees sanitarians in all areas, kent.topp@shelbycountyhealthdept.org
Ted Wuebker – oversees Cynthia, Loramie, McLean, & Washington Twps, ted.wuebker@shelbycountyhealthdept.org
Jay Stammen – oversees Dinsmore, Franklin, Turtle Creek, & Van Buren Twps, jay.stammen@shelbycountyhealthdept.org
Mike McClain – oversees Green, Jackson, Orange, Perry, & Salem Twps, mike.mcclain@shelbycountyhealthdept.org
Rusty Schwepe – oversees Clinton Twp. & Sidney, rusty.schwepe@shelbycountyhealthdept.org
Roberta Mangen – oversees Health Dept. Emergency Preparedness, roberta.mangen@shelbycountyhealthdept.org

D.  PLUMBING

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

Plumbing Inspectors (Contracted with Miami County Plumbing Dept., applications at the Shelby County Health Dept.)

Review plans, answer questions, perform inspections, give approvals, etc.
For plan review, drawing submittals, inspection scheduling call: (937) 573-3534 or 3535, Fax (937) 573-3502

Kevin Ploutz – plumbing inspector/plans examiner, kploutz@miamicountyhealth.net
510 W. Water St., Suite 130, Troy, OH, 45373, Open Weekdays 8:00am-4:00pm

THE SHELBY COUNTY BUILDING DEPARTMENT

201 W. Poplar St., Suite 210, Sidney, OH, 45365, Phone 937-658-6220, Fax 937-658-6240
Website: www.miamicountyohio.gov/137/Building-Regulations Hours: Weekdays 7:00 a.m. – 3:30 p.m.

BUILDING/ELECTRICAL
(Under authority of the Shelby County Commissioners and contracted with the Miami County Dept. of Development)

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.

Building/Electrical Clerk & Inspector

Works in the building/electrical program answering questions, performing consultations, performing inspections, etc. Including: Sidney & Russia Commercial, Anna & Jackson Center Residential & Commercial, and Residential and Commercial for all Non-Incorporated Areas of Shelby County.

Lori Rice – Building Code Clerk, LRice@MiamiCountyOhio.gov
Shawn Winn – Building Code Inspector, SWinn@MiamiCountyOhio.gov

ZONING IN TOWNSHIPS AND VILLAGES

Shelby County has 14 different townships and 9 different villages with various zoning
These 23 Zoning Officers do change on a regular basis, so ask for a current list to get the most accurate names.
Use for approval of development in the county, to ensure it meets proper zoning requirements, set-backs, frontages, etc.
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; and commercial in Sidney and Russia.

### Various Requirements

<table>
<thead>
<tr>
<th>Type of Project</th>
<th>Township Zoning</th>
<th>Shelby County Building/Electrical (937) 658-6220</th>
<th>Health Department (937) 498-7249</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Site Evaluation (Sect. C)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Sewage</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Well</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Plumbing</td>
</tr>
<tr>
<td>Agricultural Building</td>
<td>Maybe</td>
<td>Only electric</td>
<td>No</td>
</tr>
<tr>
<td>Outbuilding/Shed/Detached Garage/Other Structure (non-agricultural) that is 200 square feet or larger</td>
<td>Maybe</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Rural – New Construction (1, 2, 3 family)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Rural – Addition/Remodeling (1, 2, 3 family)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Four or More Unit Residential Building (new/remodeling)</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Commercial/Industrial or Business Building or Use</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Decks, or Concrete Patios with a footer</td>
<td>Maybe</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>New Electric Service or Upgrade</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>New or Upgrade Water System</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>New or Upgrade Sewage System</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>New or Upgrade HVAC</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>In-Ground Swimming Pool</td>
<td>Maybe</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Pond</td>
<td>Maybe</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

“Maybe” = Check with applicable agency

### Other Projects/Agencies

- Any project in floodplain see Shelby County Regional Planning Commission 937-498-7273 (prior to Zoning Permit)
- If in Shelby County Sewer District (Lake Loramie, McCartyville, Newport, Arrowhead Hills, Hickory Dell, Millcreek) 419-628-3411
- Any project in Miami Conservancy District 937-223-1271 (contact prior to Zoning Permit)
- New Culvert: See Shelby County Engineer’s Office 937-498-7244, or Township Trustees if on a Township Road
- Ditch Alteration: See Shelby County Engineer’s Office 937-498-7244
- For sewage system requirements of a four or more unit apartment, or commercial/industrial/business, contact Ohio EPA at 937-285-6357
- If project is four or more unit apartment, or commercial/industrial/business and not in the unincorporated areas, Jackson Center, Anna, Russia, or Sidney, contact the State Department of Commerce 614-644-2223

### Typical Procedure for New Homes or Remodeling

1. The building lot is a separate legal lot and will contain no more than one residence. (Get address from County Engineer.)
2. Get Regional Planning Commission approval if in floodplain.
3. Apply for township zoning approval issuer/placard zoning permit.
4. Apply for culvert permit if new driveway. (Township, County, or Ohio Dept. of Transportation)
5. Apply for Health Dept. site evaluation/sewage applc. (or EPA/Sewer District, if applicable).
6. Apply for Shelby County Building/Electrical Permit
7. Apply for well permit (if applicable, at Health Dept.).
8. House construction may begin.
9. Have actual sewage installer apply for sewage system permit (if applicable).
10. Have actual plumbing installer apply for plumbing permit (if applicable).

After approvals 2 thru 5 are attained and final inspections are completed and all final approvals are attained.

**CERTIFICATE OF OCCUPANCY**
Issued by Building Dept.