

# Fayette County Building Department

121 E. East Street  
Washington Court House, Ohio 43160

## Requirements for Commercial Building Permit

1. Zoning approval from local zoning inspector.

Concord, Jasper, Jefferson, Madison, Marion, Green, Paint, Perry, Union Townships Office Hours: 9:00am-12:00 noon and 1:00pm-4:00pm Monday-Thursday	Franco Palma	Ph. 740.335.2212	Fax 740.335.6644
Wayne Townships	John Mitchell	Ph. 740.335.2993	
Jeffersonville	Wayne Rayburn	Ph. 740.426.8881	
Milledgeville	Ronald Anderson	Ph. 740.948.2536	
Octa	Franco Palma	Ph. 740.335.2212	Fax 740.335.6644
Washington Court House	Rod Bryant	Ph. 740.636.2353	
Bloomingsburg	Bloomingsburg Council	Ph. 740.437.7556	

2. Fayette County Health Department approval for well and septic systems. Ph. 740.335.5910
3. Fayette County Contractor's Registration number. Ph. 740.335.2212
4. Three (3) sets of complete standard drawings. We would like to have the drawings in PDF format or DWG format. The drawings should have the following information.
  1. An Index of drawings located on the first sheet.
  2. A plot plan showing street location; the location of the proposed building and all existing buildings on the site; including setbacks and side yard dimensions; distances between all buildings; and location and sizes of all utility lines.
  3. Floor plans, including plans of full or partial basements or cellars and full or partial attics or penthouses. Floor plans must show all relevant information such as door swings, stairs and ramps, windows, shafts, etc; and must be sufficiently dimensioned to describe all relevant space sizes. Wall materials must be described by crosshatching (with explanatory key), by notation or by other clearly understandable method. Spaces must be identified by code appellation, i.e., an "auditorium".
  4. All elevations necessary to completely describe the exterior of the building including floor-to-floor dimensions. Cross sections, wall sections and detail sections, to scale, as may be required to describe the general building construction including wall, ceiling, floor and roof materials and construction; and details which may be necessary to describe typical connections.
  5. Complete structural description of the building on the above drawings or on separate drawings including size and location of all principal structural elements and a table of live loads used in the design of the building and computations, stress diagrams and other data sufficient to show correctness of plans.
  6. Complete description of the mechanical, electrical and fire protection systems of the building on the above drawings or on a separate drawings, including plumbing schematics and principal plumbing, heating, ventilation and air conditioning duct and piping layouts and lighting and power equipment layouts.
  7. Additional graphic or text information as may be reasonably required by the building official to allow him/her to review special or extraordinary construction methods or equipment.

Once the application and other required paperwork listed above has been accepted by the Building Department, a building permit will be issued in approximately 5 to 10 working days.

**NOTE: Drawings shall bear the identification of the person primarily responsible for their preparation and for the provisions for safety and sanitation shown therein.**