

Village of Terrace Park

Building Department

428 Elm Avenue

Terrace Park, Ohio 45174

Phone: (513) 831-2138 Fax: (513) 831-9236 Cell: (513) 675-3640

Building Permit Requirements

- 1) An original completed, signed and dated building permit application form (no copies).
- 2) A survey of the property prepared and originally stamped, signed and sealed by an Ohio Professional Surveyor. Site plans prepared by an Ohio Registered Architect or Professional Engineer shall reference (or attach a copy of) the survey from which their information was taken. All surveys must include the following:
 - a. The meets and bounds of the lot.
 - b. All existing and proposed structures (dimensioned), the location of all structures relative to each other and to all property lines.
 - c. All streets, alleys and rights-of-way.
 - d. Topography lines, spot elevations and the elevations of all building floor levels.
 - e. Stormwater design solutions, dry well calculations and dry well locations to ensure that no storm water leaves the site.
 - f. All driveways, patios, walks, retaining walls and all accessory structures.
 - g. All trees in the right-of-way.
 - h. All fire hydrant locations.
- 3) Three (3) complete sets of construction documents and four copies of the survey. All documents prepared by an Ohio Registered Architect or Professional Engineer/ Surveyor shall bear their original seal, signature and date. Architects are also required to emboss.
- 4) A (current) project approval letter from the Hamilton County Public Health Department on your on-site sewer/septic system. This approval letter is required for all projects that involve earth movement, added (or relocated) hard-surfaced areas, new buildings and additions to existing buildings.
- 5) A (current) approval letter from the Village Arborist when projects affect trees owned by the village (in the right-of-way).

Note: Applicants will be notified in writing if their submittal or construction documents are determined to be incomplete, incorrect or if they do not comply with the zoning and/or building code. Errors and/or omissions delay the issuance of the building permit.