

The Permit Process

1. Visit or Call Building Inspection

The Building Inspection Department will explain the requirements (codes/ordinances) regarding your project.

2. Submit Application

In addition to filling out the permit application you will need to submit three (3) copies of drawings, plans and other documentation of the proposed work. You will pay the plan review fee at the time of submittal.

3. The Review Process

Your plans will be routed to the various agencies that are involved in the permit approval process.

4. Receive Permit

The Division of Building Inspection will call you when your plans are ready. You will pay the building permit fee at this time. Building Inspection will accept cash, check or credit/debit cards.

- If your plans are not approved, you will be notified and you can either submit documentation correcting the code issues or appeal the decision to the Board of Building Appeals.

5. Review the "Approved" Plans

- Your plans will either be approved as submitted or with conditions.

6. Begin Construction

7. Call for Inspections

You must call for your inspections at least one working day in advance. See inspection procedures handout for details.

8. Receive Certificate of Occupancy

The Certificate of Occupancy (CO) is the formal document that marks the completion of your project.

<u>Agency</u>	<u>Phone Number</u>
Civil Engineering	333-6803
Electrical Inspection	333-3881
Fire Prevention	333-6795
HVAC Inspection	333-3980
Plumbing Inspection	333-3892
Structural Inspection	333-3897
Water Engineering	333-6804
Zoning Administration	333-3887
Other Agencies	
Economic Development	333-6806
Landmarks	333-3672
Housing Inspection	333-3865
Health Department	225-4395

**City of Dayton
Department of Building Services
Building Inspection
Zoning Administration**

371 West Second Street



Construction Permit Tips For Small Business Owners

Remodeling or
expanding your
company?

Give us a call first!



**City of Dayton
Department of Building Services
Building Inspection
(937) 333-3883**

**Zoning Administration
(937) 333-3887**

371 West Second Street

Construction permit tips for small businesses...a phone call before you start makes your expansion road easier.

Yes, you're making a significant investment, but before expanding, give us a call at the *City of Dayton*

Is your business growing or moving to a new location in the City of Dayton?

Congratulations! We're happy that your company is helping to boost our economy and provide jobs for the citizens of Dayton.

But, as you expand, there are a few questions you may want to ask the City of Dayton or other agencies.

For example:

- If I expand my business, will there be new planning or zoning permit requirements?
- Will I have to add more parking?
- Do I need permits for my remodeling project?
- Does the Office of Economic Development have any incentives or other assistance?
- Will the codes require more exits, sprinklers or safety equipment?
- What about ADAAG requirements?
- How much will permits cost?

The City of Dayton wants your business to succeed – *it benefits all of us.*

So, before you build or expand, have your construction team meet with City staff to review the construction permitting process...we are available to help you. If you have not already done so, you may consider adding a design professional to your construction team.

The building, fire and zoning codes are there to help your business be safer, a good neighbor, and preserve the beauty and character of Dayton.

What is a building permit?

In the City of Dayton there are various types of "building" permits. These permits are licenses that grant legal permission to start construction.

Why do I need a building permit?

Building permits are the means the City of Dayton uses to reduce potential hazards and unsafe construction practices thereby ensuring the public health, safety and welfare.

When do I need a building permit?

Building permits are typically required for the following:

New buildings	Electrical systems
Additions	Plumbing systems
Renovations	HVAC systems
Demolitions	Temporary structures
Change of Use	
Prefabricated structures	
Miscellaneous commercial structures	
Miscellaneous residential structures	

When don't I need a building permit?

The building code does not require a permit for routine maintenance or minor repairs; however, the work may need to be done by a City of Dayton licensed contractor. If you have any questions as to whether the work you are considering requires a permit please call us at (937) 333-3883.