



Village of St. Bernard

Building, Development & Planning

When Are Plans Required?

A complete description of information to be submitted on the plans is specified in Section Section 4101:2-1-19 of the Ohio Basic Building Code.

Generally, plans and specifications are required for any new building, addition or alteration to an existing building.

All plans should be in sufficient detail to show the dimensions of the project, type and size of materials to be used, location of property lines and ground elevations.

Some typical projects and the required sets of plans for each:

New Buildings

- 3 sets of plans
- 3 surveys with legible stamp of registered surveyor
- 1 energy report

Additions Over 500 Square Feet

- 3 sets of plans
- 3 survey site plans
- 1 energy report

Additions Under 500 Square Feet

- 3 set of plans
- 3 sets of site plans
- 1 energy report

Alterations

(decks, signs, awnings, walls, flagpoles, fences, sheds, haunted houses, interior demolitions, etc.)**

- 3 sets of plans
- 3 sets of site plans

***An energy report is necessary for alterations involving Energy Code items such as new windows, insulation or a new shower. Form A is for 1-, 2- or 3-family construction. Form E is for commercial or more than 3 units.*

Any Building Permit

(including HVAC work)

- 3 sets of plans, which include mechanical plans
- 1 HVAC application in addition to Building Permit Application
- All others as required above

Heating, Ventilating, Air Conditioning

- 3 sets of plans

Kitchen Hood Fire Suppression & Walk-Thru Permits for Sprinklers

- 3 sets of plans



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Swimming Pools

(in-ground and above-ground)

- 3 sets of plans
- 3 sets of site plans

Tents

- 3 sets of plans
- 3 sets of site plans
- 3 copies of certificate verifying fabric is flame-resistant

Parking Lots & Excavation/Fill

- 3 sets of plans
- 3 sets of site plans
- Phase I Environmental Assessment for fills greater than 500 cubic yards in residential districts or 1,000 cubic yards in other districts

Demolition

- No plans necessary. A separate application describing the structure to be demolished is required.

Day Care

- 3 sets of plans