

### *Commercial Property*

***Prior to submitting plans, an application for occupancy registration must be submitted and approved. [APPOccupancy Application.pdf](#)***

- Submit 5 sets of structural plans for commercial **building** applications, excluding roofing, siding and zoning applications. (*new buildings require 5 sets of site plans as well as structural plans*).
- In addition to the 5 sets of plans, a non-refundable application fee of \$100.00 must be paid at the time of submittal.
- On roofing, siding and **zoning** applications, the \$100.00 application fee will be added at the time of approval. This fee is in addition to the permit fees ([please refer fee schedule](#)).
- Commercial plumbing plans must be approved by Franklin County Public Health prior to a permit being issued.

### *Residential Property*

- Submit 3 sets of structural plans for new homes, alterations, additions, decks and accessory structures.
- In addition to the 3 sets of plans, a non-refundable application fee of \$20.00 must be paid at the time of submittal.
- On roofing, siding and **zoning** applications, the \$20.00 application fee will be added at the time of approval. This fee is in addition to the permit fees ([please refer to fee schedule](#)).

### *Residential and Commercial Properties*

- A drawing is required for all zoning permits. **\*\*permit descriptions below\*\***
- A service charge of \$25.00 will be added to all **mechanical** applications at time of approval.
- Roofing, siding and mechanical applications that do not include plans may be submitted by e-mail to [building-department@whitehall-oh.us](mailto:building-department@whitehall-oh.us) or fax to 614-338-3119.
- You will be contacted by e-mail or phone once the permit has been approved and fees have been calculated.
- Incomplete applications **will not** be reviewed.

**\*\*Zoning permits** – Concrete, excavation, fence, asphalt, accessory structure (less than 200 sf)

**\*\*Building permits** – New building, additions, alterations, repairs, decks, demolition, fire alarm, fire suppression, accessory building (over 200 sf), roofing, siding, sprinkler.

**\*\*Mechanical permits** – Plumbing, HVAC, electric