

# CITY OF GERMANTOWN

One North Plum Street Germantown, OH 45327  
937-855-3855 [www.cityofgermantown.oh.us](http://www.cityofgermantown.oh.us)

## **Residential-Single Family Dwellings, Additions, Decks, Accessory Structures (including sheds, detached garages & out buildings)**

All accessory structures 200 square feet and larger MUST obtain a Building Permit and a Zoning Permit. If the accessory structure is less than 200 square feet, you will need only a Zoning Permit.

**All accessory structures MUST be placed in the required REAR YARD.**

All new buildings and structures, alterations, additions, remodeling, demolitions, changes in use and other activities connected to construction or development require permits. The following items do **NOT** require a Building Permit: siding, landscaping (other than retaining walls), painting/wallpapering for maintenance purposes and storm/screen windows and doors. If your project is not listed, please contact the Building Department, National Inspection Corporation (NIC), at 937-433-4642.

You will need to complete the following paper work completely and return it to us. A deposit will be required with the submission of your applications. Office hours are Monday through Friday, 8:00 a.m. – 4:00 p.m.

- Building Permit Application and three (3) sets/copies of plans for the project
- Zoning Permit Application and three (3) copies of the site plan for the property. This should be a bird's eye view of your property showing exactly where you propose to install the structure. It should indicate front/rear of property and if the home is located on a corner. Please include length, height, material types and the distance from property lines along with any other structures existing on the property. An example is enclosed and you may draw it yourself.
- Additional permits maybe required for Single Family Dwelling such as a Tap in Permit. Please inquire at our offices for these applications, fee and requirements.

Once you submit your plans, they will be reviewed by the Building Department (NIC) and the Zoning Department. This process will take 10-15 days unless additional information is required. National Inspection Corporation (NIC), our Building Department, may contact you if any additional information is required. That information can be brought to the City Building for delivery to NIC.

Municipal Staff will contact you when both the Building and Zoning Permits are ready to be picked up. Zoning Permits are \$15.00. Total cost for Building Permits, less your initial deposit, will be determined by NIC. State fees of 1% apply to all Building Permits, inspection costs and plan reviews. The fees can be paid by cash or check made payable to the City of Germantown.

You may be required to pay for inspections that fail after three attempts for any one type. This re-inspect fee is required to be paid at the City Building before any other inspections will be done.

Permits are good for one (1) year.

## Residential-Single Family Dwellings, Additions, Decks, Accessory Structures (including sheds, detached garages & out buildings)

After you have picked up your JOB SITE plans and copies of your Building and Zoning Permit, you will need to contact NIC to schedule each required inspections. You will need to provide NIC with the Permit Number that is located at the top left on your Building Permit. The **JOB SITE** plans must be **ON SITE** for each inspection. NIC's office hours are Monday-Friday 8:00 a.m.-5:00 p.m. You may leave your information on their voice mail after hours for an inspection. You may be able to get same day inspections if calls are placed before 8:30 a.m. NIC can be reached at 937-433-4642.

NIC inspectors will make routine required inspections throughout the construction process. The inspector will leave an inspection ticket after each inspection with a pass or fail notice. If you have any questions during the process with regard to inspections, please call NIC to speak with an inspector. You will receive a final building ticket that will be marked approved or a Certificate of Occupancy when applicable after all inspections are completed.

Demolitions require a special permit that will require sign offs for various departments/utilities.

If your project requires plumbing, please contact Montgomery County at 225-4421 or 781-2500. They will handle any permits, questions and inspections.

Questions? Please contact NIC for any building questions or contact the City Building at for zoning questions.

By law, everyone **MUST** contact the Ohio Utilities Protection Service, 8-1-1 or 1-800-362-274 at least 48 hours, but no more than 10 working days (excluding weekends and legal holidays), before beginning ANY digging projects.

CHAPTER 1129  
Supplemental District Regulations

1129.01	Intent.	1129.12	Temporary uses.
1129.02	Accessory structures.	1129.13	Swimming pools/ponds.
1129.03	Satellite dish antenna regulations.	1129.14	Home occupations.
1129.04	Radio and television antenna regulations.	1129.15	Nuisance performance standards.
1129.05	Buffer and transition between residential/commercial and residential/industrial zoned properties.	1129.16	Residential design and appearance standards.
1129.06	Principal building per lot.	1129.17	Adult entertainment facilities.
1129.07	Parking and storage of vehicles and trailers.	1129.18	Mobile homes on individual parcels (lots).
1129.08	Required refuse collection areas.	1129.19	Reserved.
1129.09	Fences.	1129.20	Bed and breakfast inns.
1129.10	Projections into required yards.	1129.21	Automobile washing facilities.
1129.11	Visibility at intersections.	1129.22	Wireless telecommunications facilities.
		1129.23	Nuisance abatement.

CROSS REFERENCES

Parking junk vehicles - see TRAF. 303.10  
Nuisances generally - see GEN. OFF. Ch. 521  
Refuse collection - see S.U. & P.S. Ch. 953

1129.01 INTENT.

The purpose of Supplemental District Regulations is to set specific conditions for various uses, classifications of uses, or areas wherein problems may occur, in order to alleviate or proclude such problems, and to promote the harmonious exercise of property rights without conflict.

(Ord. 00-30. Passed 6-5-2000.)

1129.02 ACCESSORY STRUCTURES.

(a) It is the purpose of this Zoning Code to regulate accessory structures in order to promote public health, safety, and welfare. It is the intent of these Sections to permit such uses to be established and maintained in a manner which makes them compatible with principal uses and harmonious with uses upon adjacent properties.

(b) Except as otherwise provided in this Zoning Code, an accessory use of structure shall be permitted in association with a principal use or structure provided that:

- (1) It shall be 50% or less of the gross floor area of the principal structure except in A-Agricultural zones and lots of 5 acres or more.
- (2) It shall not contain or be used as a dwelling unit.
- (3) In no case shall any structure accessory to a residential use, regardless of zone, exceed:
  - A. Eighteen (18) feet in height, provided the height of the primary structure is greater than eighteen (18) feet, or
  - B. The height of the primary structure, provided the height of the primary structure is less than eighteen (18) feet.
- (4) The following are exceptions to 1129.02(b)(3):
  - A. Any structure accessory to any use within A-Agricultural zone shall not exceed thirty-five (35) feet in height, and,
  - B. Any structure accessory to any use on lots five (5) acres or more, regardless of zone, shall not exceed thirty-five (35) feet in height.
- (5) It shall meet all yard requirements of the principal use except the structure shall be no closer than 3 feet to the side and rear lot lines, no closer than 3 feet from a recorded easement and no closer than 10 feet to the principal structure.
- (6) ~~All accessory structures shall be placed in the required rear yards~~ \*

(c) All accessory structures require a Zoning Permit.  
(Ord. 10-43. Passed 12-6-10.)

#### 1129.03 SATELLITE DISH ANTENNA REGULATIONS.

Satellite dish antennas shall be permitted as an accessory structure in all zone districts, and are subject to requirements as follows:

- (a) Ground-mounted satellite dishes installed in residential districts shall be limited to rear yard areas of the rearward portion of the lot or parcel.
- (b) Setbacks for all satellite dish installations shall be a minimum of 10 feet from any property line, a minimum of 15 feet from public rights-of-way, and of a sufficient safe distance from all overhead and/or underground power lines as determined by the Municipal Manager.
- (c) Roof-mounted satellite dishes shall be limited to a maximum diameter of 6 feet or less and such installations shall be located on the rearward portion of the roof as viewed from the front yard. Roof installations shall be mounted in accordance with manufacturer's recommendations and be properly secured to prevent damage from wind and snow loads.
- (d) All satellite dish antennas shall be properly grounded, resistant to lightning strikes, and meet all Electrical Code requirements.
- (e) All satellite dish antenna systems shall be noncorrosive, designed, engineered, and permanently installed to withstand wind and snow loads specified by the Ohio Basic Building Code.
- (f) Maximum diameter of any satellite dish shall not exceed 12 feet.
- (g) Maximum overall height for ground-mounted satellite dish antenna systems shall not exceed 15 feet.
- (h) Placement of satellite dish antenna systems within any easement shall be prohibited.

**City of Germantown  
Zoning Permit Application  
One North Plum Street  
Germantown, Ohio 45327  
Phone (937) 855-7255 Fax (937) 855-3215**

Residential  Commercial

Date: \_\_\_\_\_ Parcel ID Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Fence (\$15.00)  Pool (\$15.00)  Shed/Barn (\$15.00)   
Single Family Dwelling (\$25.00)  Addition (residential \$15.00/Commercial \$50.00)   
Sign (\$15.00)  Other: \_\_\_\_\_

Existing Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Provide three (3) sets of a detailed diagram or plot plan and narrative of project showing/explaining all dimensions of the lot, location of existing buildings and location of proposed construction. Show distances from all lot lines to existing buildings and proposed buildings. A scaled diagram may be required along with additional information as the City Manager or designee deems necessary. The property owner understands that the application, diagram and other information presented for the above construction and/or use shall be located entirely upon the property location indicated above and further understands that the property owner shall be liable for substituting same. **The property owner and/or applicant further understands that a Certificate of Zoning Compliance is required BEFORE the commencement of any use or occupation of any building. This permit will expire within one (1) year of issuance if construction has not commenced.**

I have read the above information and have included the required drawings

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Signature of Applicant

**Office Use Only**

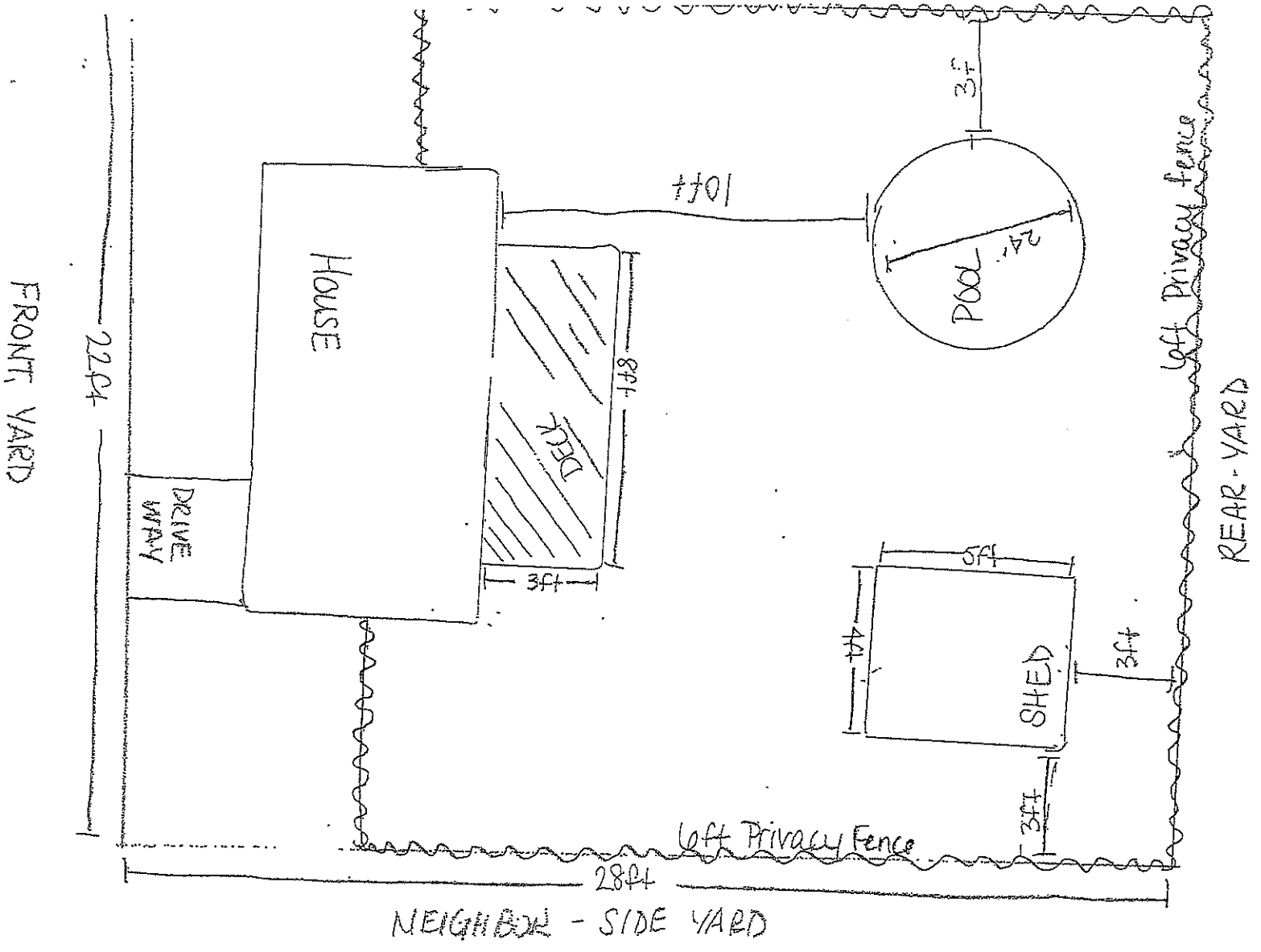
Date Received: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Permit Number: \_\_\_\_\_ Zoning Fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Approved  Disapproved

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Zoning Officer



- EXAMPLE OF LOT PLAN -

- POOL
- SHED
- DECK
- FENCE

**City of Germantown**  
**1 North Plum Street, Germantown, Ohio 45327**  
**Phone (937) 855-7255 Fax 855-3215**  
**http://www.germantown.oh.us**  
**BUILDING/ELECTRICAL PERMIT APPLICATION**  
**FOR INFORMATION CALL: 888-433-4642**

(CHECK ONE) RESIDENTIAL \_\_\_ COMMERCIAL \_\_\_ SUBMIT 2 RESIDENTIAL 3 COMMERCIAL BUILDING PLANS

PLEASE PRINT	NAME	STREET ADDRESS	CITY, STATE, ZIP	PHONE NUMBER & EMAIL
PROPERTY OWNER				
APPLICANT				
PLANS BY				
CONTRACTOR				

SITE ADDRESS \_\_\_\_\_ Tenant \_\_\_\_\_  
 PARCEL ID NO. \_\_\_\_\_ AFFECTED CONSTRUCTION AREA SQ. FT \_\_\_\_\_  
 PROJECT DESCRIPTION \_\_\_\_\_ PROJECT COST \_\_\_\_\_  
 ---COMMERCIAL ONLY--- USE GROUP \_\_\_\_\_ CONSTRUCTION TYPE \_\_\_\_\_ OCCUPANT LOAD \_\_\_\_\_

**REVIEW REQUESTED: CHECK ALL THAT APPLY**

- |   |                                     |   |  |
|---|-------------------------------------|---|--|
| <input type="checkbox"/> New Building   | <input type="checkbox"/> Garage     | <input type="checkbox"/> Fire Alarm         | <input type="checkbox"/> Change of Use       |
| <input type="checkbox"/> Addition   | <input type="checkbox"/> HVAC       | <input type="checkbox"/> Fire Suppression   | <input type="checkbox"/> Signage             |
| <input type="checkbox"/> Alteration   | <input type="checkbox"/> Electrical | <input type="checkbox"/> Hood Suppression   | <input type="checkbox"/> Pool (In Ground)    |
| <input type="checkbox"/> Deck _____ Sq. ft.   | <input type="checkbox"/> Gas Line   | <input type="checkbox"/> Hood Exhaust       | <input type="checkbox"/> Pool (Above Ground) |
| <input type="checkbox"/> Shed _____ Sq. ft.   | <input type="checkbox"/> Fence      | <input type="checkbox"/> Cert. of Occupancy | <input type="checkbox"/> Roofing             |
| <input type="checkbox"/> Electrical Service Size _____ Line Drawing Required over 400 AMP |                                     |   |  |
| <input type="checkbox"/> Other (specify) _____  |                                     |   |  |

Is property located in a Floodplain? Yes / No \_\_\_\_\_

All information contained in this application is true, accurate, and complete to the best of my knowledge and I do hereby agree to complete the project in compliance with all relevant building codes.

OWNER/OWNER REP. (PLEASE PRINT) \_\_\_\_\_ EMAIL \_\_\_\_\_

OWNER/OWNER REP. \_\_\_\_\_ APPLICATION DATE \_\_\_\_\_

Auditor Information: # Bedrooms \_\_\_\_\_ # Baths \_\_\_\_\_ # Stories \_\_\_\_\_ Livable Sq. Ft. \_\_\_\_\_ Finished Basement Sq. Ft. \_\_\_\_\_

\*\*\*\*\* OFFICE USE ONLY \*\*\*\*\*

DEPOSIT \$ \_\_\_\_\_ RECEIVED BY \_\_\_\_\_ PAYMENT: CASH CHECK CREDIT RECEIPT# \_\_\_\_\_

ZONING APPROVED \_\_\_\_\_ DATE \_\_\_\_\_

Is property located in a Floodplain? Yes / No \_\_\_\_\_

BUILDING APPROVED \_\_\_\_\_ DATE \_\_\_\_\_

## Residential Fee Schedule

### Building Fees:

Basic Fee - New Homes, Room Additions & Alterations Plus \$0.15 per Square Foot	\$ 50.00
Basic Fee - 100 to 400 Square Feet Accessory Structure Plus \$0.10 per Square Foot	30.00
Base Fee - greater than 400 Square Feet Accessory Structure Plus \$0.12 per Square Foot	50.00

### Electric Fees:

Basic Fee - New Homes, Room Additions and Alterations Plus \$0.04 per Square Foot	\$ 80.00
Temporary Electric Pole	50.00
Electric Service Upgrade With Additional Wiring	35.00 70.00
Swimming Pools Electric Above ground	45.00
In-ground	90.00

### Heating and Air Conditioning Fees:

Basic Fee	\$ 60.00
Each Additional Unit	30.00
Duct Extension Only	50.00
Replacement Heating <u>and</u> Air Conditioning (Combined)	90.00
Replacement Heating <u>or</u> Air Conditioning	60.00
Gas Piping Inspection	50.00

### Administrative Fees:

Call back re-inspection (3 <sup>rd</sup> or more trips)	\$ 50.00
Unspecified Inspection Inspection, not specifically listed in this fee schedule	50.00 per half hour
Starting work without a permit:	100.00 or Fee x2, whichever is greater
Missed inspection	100.00

**Note:** Basic Fee and/or Process Fee is payable when Application Submitted and is not refundable.

Water Heaters: 60.00





Building Department Questions

Phone: 937-433-4642

E-mail: Plans@Natinspect.com

---

## POST FRAME ACCESSORY STRUCTURES PLAN SUBMITTAL CHECKLIST

Minimum Standards for post and frame structures (must meet all)

1. Residential accessory structures,
2. Single story,
3. Solid exterior structural sheathing or metal roof, and solid wall panels,
4. No attic storage (attic storage would require engineered design trusses),
5. Maximum building width of thirty six feet including the overhang,
6. Maximum wall height of sixteen feet,
7. Maximum mean roof height of twenty feet, and
8. Maximum post spacing of eight feet (unless truss sit directly on post)

Post and frame structures outside the above structural limitations will require plans sealed by an Architect or Engineer licensed in the State of Ohio.

### **A. Site Plan**

1. Property lines
2. All existing and proposed structures
3. Distance to property lines for proposed structures

### **B. Construction Details**

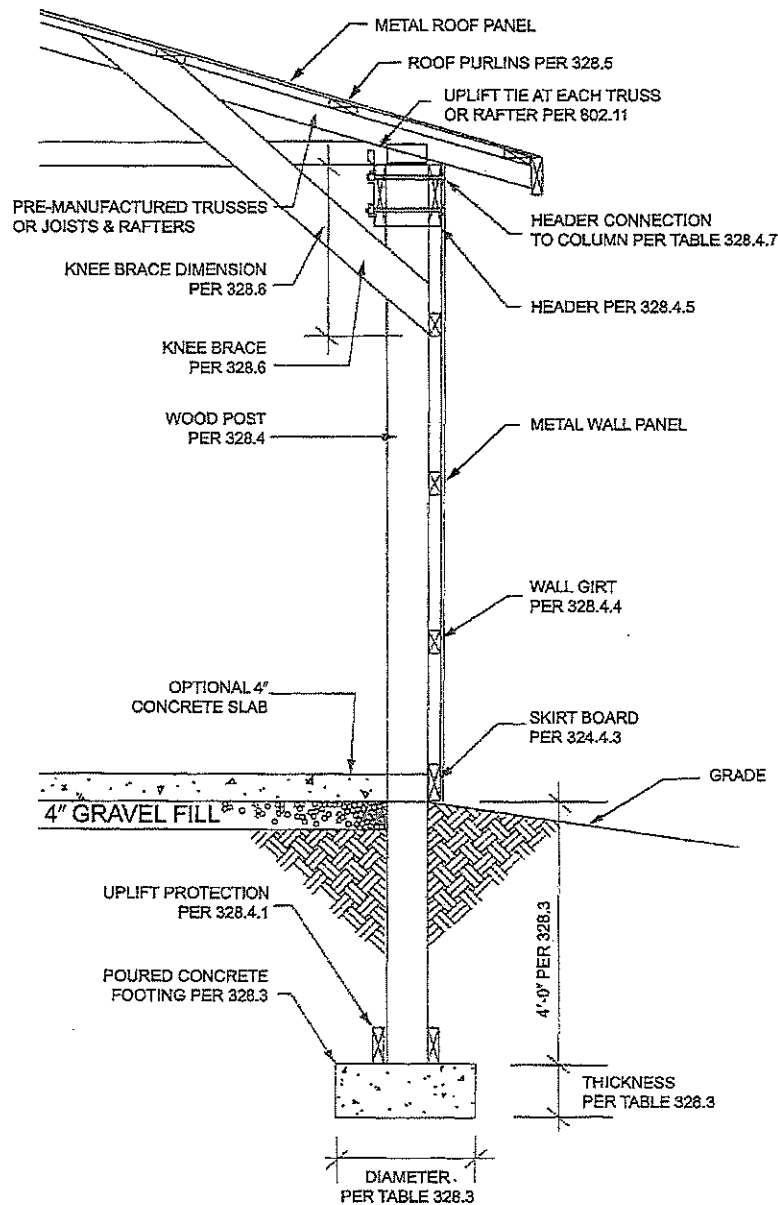
1. ***Elevation Plan*** – north, south, east and west views. Show all porches and steps.
2. ***Pier Plan*** – show size and depth.
3. ***Floor Plan*** – label all room uses and dimensions.
  - a. Provide window and door sizes and locations
  - b. Show all header sizes, spans and locations.
  - c. Provide engineering specifications on any engineered lumber, beams, headers, joist, truss, etc.
4. ***Cross-Section***
  - a. Show all components of the wall from pier footing to roof

All drawings shall be legible, and have details to adequately describe the work, location and use.

Drawings shall distinguish between existing and proposed work

Current Residential Codes include:

- 2019 Residential Code of Ohio
- 2017 National Electric Code
- 2018 International Energy Conservation Code



**FIGURE 328**  
**POST AND FRAME WALL SECTION**  
**(NO SCALE)**

**328.4 Post and wall construction.** Posts shall be three (3) ply unspliced, reinforced spliced or solid wood and shall not be less than 4 inch by 6 inch nominal size. Posts shall comply with the requirements of Section 317.

**328.4.1 Uplift protection:** Posts shall have uplift protection by one of the following methods:

1. Two 2 x 6 x 12 inch post uplift protection blocks attached to each side of the base of the post. The post uplift blocks shall be placed horizontally, attached per Table 328.7 and comply with Section 317;
2. 12 inch high, concrete collar poured on top of footing around the post, with 2-#5 x 9 inch rebar placed

through the post at 3 inches and 9 inches from bottom of post in opposite directions. The rebar ends must be 1 1/2 inches from the soil. See Figure 328.1;

**328.4.2 Post Spacing.** The maximum spacing for posts shall be (eight) 8 feet on center.

**328.4.3 Skirt Boards.** Skirt boards shall be treated lumber meeting the requirements of Section 317 and attached per Table 328.7.

**328.4.4 Wall girts.** Wall girts shall be not less than 2 x 4 inches nominal and spaced not more than twenty-four (24) inches on center.

45 degree angle. The vertical distance down from the bottom chord of the truss or ceiling joist to the point where the brace attaches to the posts shall be in compliance with Table 328.6 as shown on Figure 328. Trusses or rafters must be spaced such that they align with the post intervals. Attachment of knee brace shall be per Table 328.7.

**TABLE 328.6  
KNEE BRACE VERTICAL DISTANCE**

Wall Height	Vertical Dimension
8'-0" and 9'-0"	1'-6"
10'-0" and 11'-0"	2'-0"
12'-0" and 13'-0"	3'-0"
14'-0" through 16'-0"	4'-0"

**328.7 Attachment details.** Structural fastener details for post and frame buildings shall comply with Table 328.7.

**328.8 Roof trusses.** Engineered roof trusses, where used, shall be accompanied by drawings sealed by the registered design professional responsible for their preparation and shall be submitted to the residential building official for approval prior to the framing inspection. The truss design shall comply with Sections 802.10 and 802.11 and shall account for all loads imposed on the truss as a result of the prescriptive requirements of this section.

**TABLE 328.7  
STRUCTURAL FASTENERS**

FASTENER SCHEDULE FOR STRUCTURAL MEMBERS		
Description of Building Element	Number and Type of Fastener	Attachment type
Uplift blocking to post	5-16d Hot Dipped Galvanized	Each block
Skirt board to post	2-16d Hot Dipped Galvanized	Face nail
Wall girt to post	2-16d Hot Dipped Galvanized	Face nail
Diagonal cross bracing to post	2-16d Hot Dipped Galvanized	Face nail
Diagonal cross bracing to skirt board	2-10d Hot Dipped Galvanized	Face nail
Diagonal cross bracing to wall girts, beam, or header	2-10d	Face nail
Knee brace to post	3-16d Hot Dipped Galvanized	Face nail
Knee brace to top chord of truss or rafter	3-10d	Face nail
Knee brace to bottom chord of truss or ceiling joist	3-10d	Face nail
Roof purlin to truss or rafter with span of 2' or 4'	2-16d	Face nail
Roof purlin to truss or rafter with span of 8'	Mechanical fastener with uplift protection greater than 225 pounds.	Per manufacturer installation manual