

BUTLER COUNTY BUILDING DEPARTMENT RESIDENTIAL PERMIT PROCEDURES

1. **Zoning Approval:**

Fairfield Township 513-887-4400
Morgan Township 513-738-8279
Wayne Township 513-217-7317
Liberty Township 513-759-7500
St Clair Township 513-887-9006
West Chester Township 513-777-4214

Zoning Approval Butler County:

Uche Adigwe 513-887-3608
Madison, Milford, Oxford,
Hanover, Reily, Ross,
Lemon, New Miami, Seven Mile

2. **Residential Application:**

\$30.00 application fee – cash, check or credit card

Zoning Certificate

Submittals must be stamped by the township, all three sets of construction plans and 4 site plans.

- New home will need to complete **Residential Application, Lot Erosion & Sediment Control Application, Mechanical System Description Form, and Energy Code Form.**
- Finished Basement, Remodel, Addition, Alteration will need to complete **Residential Application, Mechanical System Description Form, and Energy Code Form.** Addition will also need to complete **Lot Erosion & Sediment Control Application.**
- Deck will need to complete **Residential Application and Lot Erosion & Sediment Control Application.**
- Detached Structure: Garage, Barn, Shed, Pergola, Gazebo, will need to complete **Residential Application, Lot Erosion & Sediment Control Application.**
- In ground and above ground Swimming Pool will need to complete **Swimming Pool Application, Swimming Pool Application Details Form, Lot Erosion & Sediment Control Application.** In ground pools need to submit 3 of the dig sheets from the contractor and site plans. Stamped by township.

Above ground pools need to provide the pool bonding details, location of pump, and distance from structures.
- Permits for HVAC Replacement, Re-roof, Electric repair have their own applications.
HVAC application & addendum, Re-roof application & addendum, electric application.

3. **Health Department:** If on a septic system, you must contact the Health Department – 301 S Third Street Hamilton 45011 513-863-1770 Review fees must be paid before going to Building Department.

4. **Environmental Services:** Tap fees need to be paid before going to Building Department for New Homes. 513-887-3066

The approximate turn-around time for a permit is 3-7 working days pending any revisions. A call must be placed to inquire its status or use the online portal to see if it is READY FOR PICK UP.

You will need to call at least one business day before to schedule an inspection. We do not do same day inspections.