



WAYNE COUNTY BUILDING DEPARTMENT

428 West Liberty Street • Wooster, Ohio 44691

Phone: (330) 287-5525 Fax: (330) 287-5649

Residential Plan Review Submittal Requirements

Checklist for items that must be submitted:

- ☐ 1. **ALL ZONING AND DEED RESTRICTIONS NEED TO BE FOLLOWED.** If you are building in an area that has zoning, you need to bring your APPROVED zoning permit with you when you are submitting your plans for approval.
- ☐ 2. **WAYNE COUNTY OFFICIAL ADDRESS SLIP:** Wayne County Map Office (330) 287-5495. *REQUIRED FOR NEWLY ASSIGNED ADDRESSES.
- ☐ 3. **APPLICATION (Residential)**
- ☐ 4. **PLOT PLAN:** Show exact placement of all buildings (existing and proposed) with distances marked from lot lines, buildings, and set-back from the road. Show where septic and well are located with distances to existing and proposed buildings. **Please show to scale.**
- ☐ 5. **ELEVATIONS:** On your drawings, please show how the structure sits at ground level, with the front, back and side views.
- ☐ 6. **TWO Sets of plans** need to be submitted for approval, along with a signed and dated Residential application and Residential Required Inspection List. One set of approval plans needs to be kept on the job site; the other set will be kept in our offices.
- ☐ 7. **FOUNDATION PLANS, FLOOR PLANS, CROSS-SECTIONS:** Show the size, span and type of all wood, steel beams, columns or other structural wood and steel members. Show the size, span and direction of joists under each room. Show a cross-sectional plan of a typical wall, showing re-enforcement, insulation, rafters/trusses. **All rooms must be labeled.**
- ☐ 8. **TRUSS DRAWINGS.**
- ☐ 9. **2019 RESIDENTIAL CODE OF OHIO ENERGY CODE SHEET.**
- ☐ 10. **CAP APPROVAL:** (Construction Application Permit): Wayne County Soil & Water Department (330) 262-2836. **CAP must be approved before a building permit can be issued.**

Your building permit cannot be issued until the proper approvals have been granted by the Health Department (330) 264-2426, Planning Department (330) 287-5420 and the Soil & Water Department (330) 262-2836.

Additional numbers that may be of use:

Wayne County Engineer's Office for culvert permits: (330) 287-5500

Chippewa Township Zoning: (330) 351-1050