



Warren County Building & Zoning 406 Justice Drive Lebanon, OH 45036 513-695-1290

Commercial Permits – Submittal Information and Frequently Asked Questions

What Type of work requires a permit?

Permits are required for all New Commercial Construction, Additions or Alterations, including but not limited to: Change of Use, Fire Damage, Detached Structures, Decks, Signs, Awnings, HVAC, Electric or Plumbing Alterations or replacement. *(OBC 101.2)*

Is proof of Zoning Approval required for Permit Approval?

Yes. Zoning approval is required for all new construction or additions except for HVAC, Electric and Plumbing alterations that do not increase the footprint of the building. Contact your local Zoning department for clarification.

What do I need to submit for Permit Plan Approval?

You will need to upload a complete set of plans in PDF Format that are detailed enough to explain the entire scope of work, including all Structural, Building, HVAC, Mechanical, and Electrical plans. *(OBC 106.1)* Fire Alarm, Fire Sprinkler and Hood Suppression are separate submittals by a State of Ohio Certified designer/installer. *(OBC 106.1.1.1)*

Plumbing Approval and Food Service Approval:

Any projects requiring plan approval for plumbing work or food service need to submit to the Warren County Health District for approval.

Plumbing: <https://warrenhd.com/environmental/plumbing-inspection>

Food Service: <https://warrenhd.com/environmental/food-protection>

Water and Sewer Service and Releases:

All permitting of water and sewer service or utility connections, taps and releases are scheduled and permitted through the Warren County Water and Sewer Department. Information on permits, prices and connections can be found at <https://www.co.warren.oh.us/water/Default.aspx>.

Driveways, Culverts, and Engineering:

For commercial work in the Right-of-way, driveways, or culvert pipes, please contact the Warren County Engineer's Office at <http://www.wceo.us/Operations/Permits.aspx> . All application materials are in a PDF format. No forms are to be submitted online

Submitting Plans:

- Upload Plans in a PDF format with all unnecessary information purged or compressed along with a completed application and valid email address.
- Plan upload size is limited to 50 MB. If file will exceed this size, submit plans by discipline; mechanical, electrical, plumbing, building, etc.
- No fees are required at time of submittal. All payments are due before plan approval is issued.
- Plans are reviewed in the order in which they are received *(OBC 107.3)*. Applicant will receive an email notification of Plan Review Approval and fees due.