

## CHECKLIST FOR VARIOUS DEVELOPMENTS IN SHELBY COUNTY

This checklist is intended to provide applicants with a general outline of what permits are needed in Shelby County depending on the proposed project. This form is not meant to replace any application or permitting requirements of Township Zoning, Health Department, Regional Planning (floodplain), State or other applicable regulations or permits. Separate permits for each and every regulation must be obtained prior to development. The Building/Electrical Department has jurisdiction for residential and commercial development in all unincorporated areas of the county and also within the villages of Anna and Jackson Center; and commercial in Sidney, Ft. Loramie and Russia.

### Various Requirements

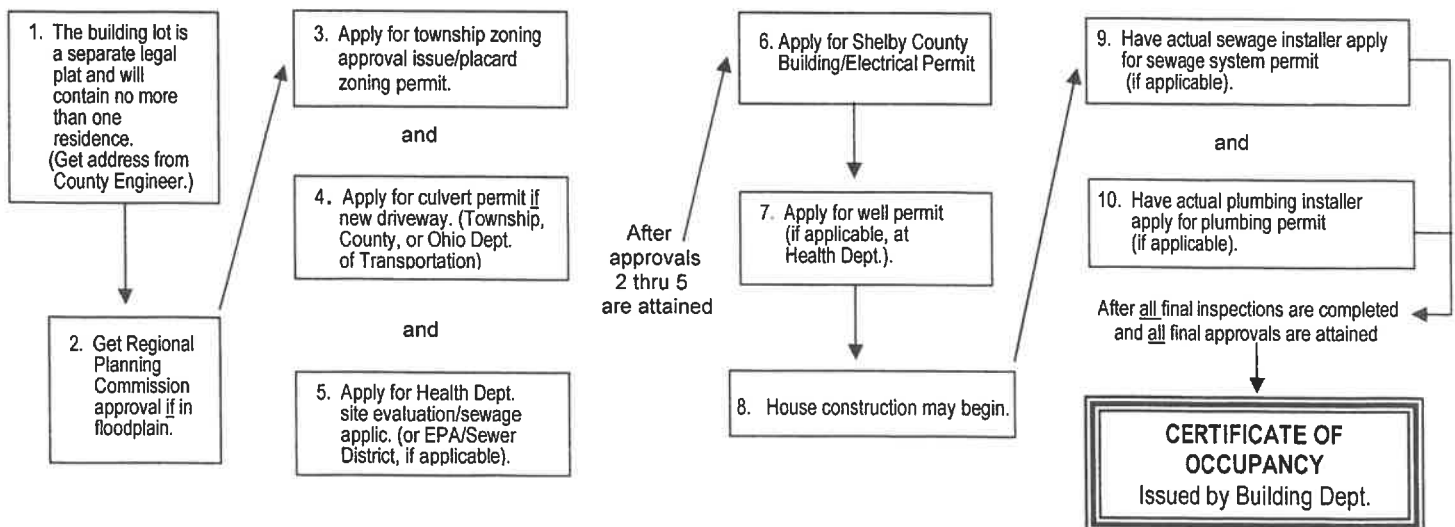
Type of Project	Township Zoning	Shelby County Building/Electrical (937) 658-6220	Health Department (937) 498-7249			
			Site Evaluation (Sect. C)	Sewage	Well	Plumbing
Agricultural Building	Maybe	Only electric	Only on a lot with a sewage system	No	No	Maybe
Outbuilding/Shed/Detached Garage/Other Structure (non-agricultural) that is 200 square feet or larger	Maybe	Yes	Yes	Maybe	Maybe	Maybe
Rural – New Construction (1, 2, 3 family)	Yes	Yes	Yes	Yes	Yes	Yes
Rural – Addition/Remodeling (1, 2, 3 family)	Yes	Yes	Yes	Maybe	Maybe	Maybe
Four or More Unit Residential Building (new/remodeling)	Yes	Yes	No	EPA	Maybe	Yes
Commercial/Industrial or Business Building or Use	Yes	Yes	No	EPA	Maybe	Yes
Decks, or Concrete Patios with a footer	Maybe	Yes	Yes	No	No	No
New Electric Service or Upgrade	No	Yes	No	No	No	No
New or Upgrade Water System	No	No	No	No	Yes	Maybe
New or Upgrade Sewage System	No	No	Yes	Yes	No	Maybe
New or Upgrade HVAC	No	Yes	No	No	No	Maybe
In-Ground Swimming Pool	Maybe	Yes	Yes	No	No	Maybe
Pond	Maybe	No	Yes	No	No	No

“Maybe” = Check with applicable agency

#### Other Projects/Agencies

- Any project in floodplain see Shelby County Regional Planning Commission 937-498-7273 (prior to Zoning Permit)
- If in Shelby County Sewer District (Lake Loramie, McCartyville, Newport, Arrowhead Hills, Hickory Dell, Millcreek) 419-628-3411
- Any project in Miami Conservancy District 937-223-1271 (contact prior to Zoning Permit)
- New Culvert: See Shelby County Engineer’s Office 937-498-7244, or Township Trustees if on a Township Road
- Ditch Alteration: See Shelby County Engineer’s Office 937-498-7244
- For sewage system requirements of a four or more unit apartment, or commercial/industrial/business, contact Ohio EPA at 937-285-6357
- If project is four or more unit apartment, or commercial/industrial/business and not in the unincorporated areas, Jackson Center, Anna, Russia, or Sidney, contact the State Department of Commerce 614-644-2223

### Typical Procedure for New Homes or Remodeling



## **THE SIDNEY-SHELBY COUNTY HEALTH DEPARTMENT**

202 W. Poplar Street, Sidney, OH, 45365, Phone: 937-498-7249, Fax 937-498-7013

Website: [www.shelbycountyhealthdept.org](http://www.shelbycountyhealthdept.org) General E-mail: [sschd@shelbycountyhealthdept.org](mailto:sschd@shelbycountyhealthdept.org)

Hours: 7:30 a.m. – 4:00 p.m., Monday-Friday, Health Commissioner: Erica Lentz, MSN, RN

The various programs operated out of the Health Department.

(Application packets are available at the Health Dept. or on the Health Dept. website listed above.)

### **A. LAND SURVEYS**

### **B. SEWAGE SYSTEMS**

### **C. WATER SYSTEMS**

#### **Registered Sanitarians**

Work in the Environmental Division with the land survey, sewage system, water system, food, pools, camps, etc.

reviewing plans, answering questions, performing inspections, giving approvals, etc.

Contact the appropriate person, depending on what Township you are working in.

Best time to reach Sanitarians in the office is 7:30 a.m. – 9:00 a.m., Monday – Friday

**Kent Topp** – Director of Environmental Health, oversees sanitarians in all areas, [kent.topp@shelbycountyhealthdept.org](mailto:kent.topp@shelbycountyhealthdept.org)

**Ted Wuebker** – oversees Cynthian, Loramie, McLean, & Washington Twps, [ted.wuebker@shelbycountyhealthdept.org](mailto:ted.wuebker@shelbycountyhealthdept.org)

**Jay Stammen** – oversees Dinsmore, Franklin, Turtle Creek, & Van Buren Twps, [jay.stammen@shelbycountyhealthdept.org](mailto:jay.stammen@shelbycountyhealthdept.org)

**Mike McClain** – oversees Green, Jackson, Orange, Perry, & Salem Twps, [mike.mcclain@shelbycountyhealthdept.org](mailto:mike.mcclain@shelbycountyhealthdept.org)

**Rusty Schwepe** – oversees Clinton Twp. & Sidney, [rusty.schwepe@shelbycountyhealthdept.org](mailto:rusty.schwepe@shelbycountyhealthdept.org)

**Roberta Mangen** – oversees Health Dept. Emergency Preparedness, [roberta.mangen@shelbycountyhealthdept.org](mailto:roberta.mangen@shelbycountyhealthdept.org)

**Ben Hickerson** – oversees Sidney, [ben.hickerson@shelbycountyhealthdept.org](mailto:ben.hickerson@shelbycountyhealthdept.org)

### **D. PLUMBING**

Use for the new installation or alteration of interior plumbing, including water heater/water softener replacement, and backflow preventer recertification.

**Plumbing Inspectors (Contracted with Miami County Plumbing Dept., applications at the Shelby County Health Dept.)**

Review plans, answer questions, perform inspections, give approvals, etc.

For plan review, drawing submittals, inspection scheduling call: (937) 573-3534 or 3535, Fax (937) 573-3502

**Jurisdiction includes ALL of Shelby County.**

**Barry McMillan** – Chief Plumbing Inspector/plans examiner, [bmcmillan@miamicountyhealth.net](mailto:bmcmillan@miamicountyhealth.net)

**Jeff Norris** – Plumbing Inspector/plans examiner, [jnorris@miamicountyhealth.net](mailto:jnorris@miamicountyhealth.net)

510 W. Water St., Suite 130, Troy, OH, 45373, Open Weekdays 8:00am-4:00pm

## **THE SHELBY COUNTY BUILDING DEPARTMENT**

201 W. Poplar St., Suite 210, Sidney, OH, 45365, Phone 937-658-6220, Fax 937-658-6240

Website: [www.miamicountyohio.gov/137/Building-Regulations](http://www.miamicountyohio.gov/137/Building-Regulations) Hours: Weekdays 7:00 a.m. – 3:30 p.m.

### **BUILDING/ELECTRICAL**

(Under authority of the Shelby County Commissioners and contracted with the Miami County Dept. of Development)

Use for new residential or commercial construction out in the county, also: room additions/remodeling, garages, decks, and new or upgrades of electric or HVAC, etc.

#### **Building/Electrical Clerk & Inspector**

Works in the building/electrical program answering questions, performing consultations, performing inspections, etc.

Including: Sidney, Ft. Loramie & Russia -Commercial, Anna & Jackson Center Residential & Commercial, and Residential and Commercial for all Non-Incorporated Areas of Shelby County.

**Lori Rice** – Building Code Clerk, [LRice@MiamiCountyOhio.gov](mailto:LRice@MiamiCountyOhio.gov)

**Shawn Winn** – Building Code Inspector, [SWinn@MiamiCountyOhio.gov](mailto:SWinn@MiamiCountyOhio.gov)

### **ZONING IN TOWNSHIPS AND VILLAGES**

**Shelby County has 14 different townships and 9 different villages with various zoning**

**These 23 Zoning Officers do change on a regular basis, so ask for a current list to get the most accurate names.**

Use for approval of development in the county, to ensure it meets proper zoning requirements, set-backs, frontages, etc.