

Shelby County Plumbing Permit Application

Sidney-Shelby County Health Department
202 West Poplar St., Sidney OH 45365
Phone: (937) 498-7249 Fax (937) 498-7013

Permit No. _____
Date Issued _____
Plans Approved _____

Call for inspection day before: 937-573-3534 or 937-573-3535
Miami County Health District 510 W Water St Troy OH 45373

PRINT

JOB ADDRESS INFORMATION _____ Residential _____ Commercial

Address _____ Township _____

City _____ State _____ Zip _____

OWNER'S INFORMATION

Name _____

Address _____ Township _____

City _____ State _____ Zip _____

The undersigned hereby applies for a permit to do plumbing conforming to and for the inspection thereof as provided in Section 3703.99, inclusive of the Revised Code and the Ohio Administration Code 4101-51.

Applicant's Name _____

Address _____ Phone _____

City _____ State _____ Zip _____

Registration # _____ State Contractor Lic # _____

Ohio Dept. of Commerce Backflow Tester Certification Lic. # _____

Signature of Applicant _____
or Authorized Agent _____ Date _____

NOTE: State Contractor License number required for ALL Commercial Plumbing.

- A reinspection fee of \$50.00 will be assessed whenever a reinspection is necessary.
- No portion of any building shall be occupied until final air tests and inspections have been made and approved.
- For Homeowners Only: Isometric drawing must be submitted with this application and approved before permit is issued.
- Permits left dormant for more than one year are subject to review and revocation.

COMMENTS:

INSPECTIONS:

STORM DRAIN _____ DATE _____ TEST _____
UNDERGROUND _____ DATE _____ TEST _____
ROUGH IN _____ DATE _____ TEST _____
FINAL _____ DATE _____ TEST _____
REINSPECTION DATE _____

FLOOR

<u>FIXTURES</u>	B	1	2	3
Water Closet				
Bath Tub				
Lavatories				
Shower				
Sink / Mop / Bar				
Garbage Disposal				
Dishwasher				
Laundry Tray				
Automatic Washer				
Floor Drain				
Ejector Pit				
Back Water Valve				
Air Admittance Valve				
Water Heater				
Water Softener				
Grease Trap /Interceptor				
Backflow				
Urinal				
Drinking Fountain				
Sump Pump				
Other				
<u>Replacement</u>				
Water Heater \$30				
Water Softeners \$30				
Must include phone				

PLUMBING FEES

Basic Permit	\$45.00
Fixtures @ \$17.00	
Plan Review Residential -	\$45.00
Plan Review Commercial - \$ 0.0125 per Sq. Ft. Minimum \$ 25.00	
Reinspection Fee	\$50.00
Special Inspection Fee	\$125.00

Backflow Recertification \$25.00

TOTAL DUE

Date Paid _____
Receipt No. _____
Received by _____
Reinspection fee paid _____

4/20/2023

Board of Health Sidney-Shelby County

202 W. POPLAR STREET
SIDNEY, OHIO 45365
PHONE (937) 498-7249 FAX (937) 498-7013
EMAIL: sschd@shelbycountyhealthdept.org

PLUMBING FEES

****Effective: April 20, 2023**

Annual Registration of Plumbing Contractor

1-5 Plumbers	\$250.00
More than 5 Plumbers	\$300.00
Bond in the sum of \$10,000.00 (need original copy)	

Plumbing Inspection Fees

Plumbing Basic Permit Fee	\$ 45.00
Reinspection Fee	\$ 50.00
Special Inspection Fee	\$125.00

Plumbing Permit Fees

Plumbing Per Fixture	\$ 17.00
Plan Review Fees	
Residential	\$ 45.00
Commercial	\$ 0.0125 per Sq. Ft./\$25.00 Min.
Backflow Preventer Recertification	\$ 25.00
Water Heater Replacement Permit	\$ 30.00
Water Softener Replacement Permit	\$ 30.00

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OWNER PERFORMANCE

The Sidney-Shelby County Health Department Plumbing Regulations shall not prohibit the owner of a residential structure from personally installing plumbing in his or her owned and personally occupied single residence. The following stipulations are required in Shelby County when a homeowner is performing his/her own plumbing work:

1. If anyone is hired to assist or finish the plumbing, they must be a registered plumbing contractor with the Shelby County Health Department; and
2. An isometric drawing of the plumbing is to be submitted and approved by this department before a plumbing permit is used and work started.
3. The owner installing his or her own plumbing must personally occupy the single residence for at least one year.

I, _____, agree to these stipulations and will call the Miami County Health Department (contracted with Shelby County) for the required inspections and tests.

Homeowner: _____

Date: _____

Signature of Notary Public

Date Commission Expires



Public Health
Prevent. Promote. Protect.

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sschd@shelbycountyhealthdept.org
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When homeowners take out plumbing permits, they have accepted the responsibility for their own work, and that work must comply with Ohio Plumbing Code. This includes accepted engineering practice and workmanship. All pipe fittings and fixtures must comply with Ohio Plumbing Code Section Number 4101:2-51-05. Drawing must be presented with or at time permit is purchased. This drawing must be checked and approved by the Plumbing Inspector. **Plumbing must be inspected before being covered.** Pipes extending through walls must be supported by compatible material. Showerheads and tub spouts must be secure. Tub and shower valves must be of the pressure balance or temperature control type. All hose bibs must be protected with vacuum breakers. Boiler drains on pressure tanks and water heaters must have Nidel Type Vacuum Breakers.

Quick closing valves must have shock absorbers close to end of water distributions branch.

Inspection tests and testing equipment must be furnished by permit holder and applied to system 15 minutes before arrival of Plumbing Inspector.

Explanation of plumbing tests and testing procedure follows.

INSTRUCTIONS FOR HOMEOWNERS WHO PURCHASE PLUMBING PERMITS

The following plumbing inspections are required by Ohio Plumbing Code 4101-2-51-72 thru 75:

1. 1st rough inspection - this is for any plumbing that is to be installed underground. This plumbing must be plugged and either filled with water with a 10' riser to produce approximately 5 pounds of pressure in system or pressurized with 5 P.S.I. of air. If there is no leak, call for plumbing inspection.
2. 2nd rough inspection - this inspection is on all pipes in the system and must be taken before anything is covered with drywall or insulation. All openings must be closed and again either fill with water or air the same as 1st rough inspection.
3. Final inspection - after all plumbing fixtures and appliances are set and connected, all traps must be filled with water and all vents must be plugged. Main building drain must be plugged, water heater must be at operating temperature. Tub and shower valves must be set not over 120° F.

Call for final inspection Monday through Friday from 7:30 to 9:00 a.m.

Miami County Public Health-Plumbing Division

Rev. 7/9/2025

Miami County Public Health



Public Health
Prevent. Promote. Protect.

510 W Water Street, Suite 130, Troy, Ohio 45373
www.miamicountyhealth.net
Phone: 937-573-3534 or 937-573-3535
Fax: 937-573-3502

PLUMBING REQUIREMENTS

Inspections:

- *Need to schedule by Permit Number to schedule inspections.
- *Plumbing company needs to call 937-573-3534 or 937-573-3535 the day before inspection is to be done to schedule.
- *The morning of the inspection (next day) call between 8am – 9am to confirm the inspection is ready and receive an approximate time the inspection will be done. If you do not call the next day to get the inspection time, the inspector will NOT do the inspection.

To install plumbing as a homeowner:

- *Homeowner must be doing the plumbing
- *Submit ISOMETRIC drawing/plans (may be done by owner).
- *Must meet with Plumbing Inspector between 8:00 – 9:00am or by appt.
- * Must sign OWNER PERFORMANCE paperwork and have notarized by a notary public.
- *Must live in the house for 1 year after final inspection.
- *Landlord/Owner of rental property MAY NOT complete plumbing work.

Commercial Requirements:

- *Commercial plumbing contractors must submit isometric drawing. Contractors need to meet with plumbing inspector from Miami County between the hours of 8:00 – 9:00am or by appt.
- *Plans must be approved by Miami County Public Health before permit is issued. Once drawings are approved, Shelby County Health Department will take payment and plumbing permit number will be issued.
- *Miami County Plumbing Department has 30 days to review drawings. Commercial Plumbing Contractor must have **Ohio State License** and be registered in Shelby County.

Contact Names:

- *Tim Miller – Chief Plumbing Inspector, Miami County Public Health
- *Jeff Norris – Plumbing Inspector, Miami County Public Health

7/9/2025



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2025 BACKFLOW PLUMBING CERTIFICATION

Instructions:

Anyone doing plumbing work/backflow testing in Shelby County is required to be registered with Shelby County (fee paid PLUS bond in the amount of \$10,000) AND have a state-certified Backflow Tester identification card.

SHELBY COUNTY REGISTERED STATE CERTIFIED BACKFLOW TESTERS:

Complete form “Backflow Prevention Assembly Test Report” and return with \$25.00.

One form for each Backflow Device.

NOTICE:

NO PERMITS WILL BE ISSUED WHEN CANCELLATION NOTICE OF INSURANCE IS RECEIVED.

Backflow plumbing certification is not required to be submitted to the Sidney-Shelby County Health Department in the following jurisdictions: Russia, Ft. Loramie, Botkins and the Kettlersville Well Association. Contact our office with any questions or for clarification.



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BACKFLOW PREVENTION ASSEMBLY TEST REPORT

FAILED, ILLEGIBLE OR INCOMPLETE REPORTS WILL NOT BE ACCEPTED

Customer and Property Information – Please Print

Permit # _____

Property Address: _____ City: _____

Owner/Business Name: _____ Contact Name: _____ Phone: _____

Device Information – Please Print

NEW INSTALLATION ☐ EXISTING ☐ OR REPLACEMENT ☐ OLD SERIAL NUMBER _____

TYPE OF ASSEMBLY (CIRCLE ONE) AIR GAP RP DC PVB OTHER (SPECIFY) _____

MAKE OF ASSEMBLY _____ MODEL _____ SIZE _____ SERIAL NO _____

What hazard is being isolated? (i.e. boiler, irrigation, complete building) _____

Describe location of assembly _____

Initial Test	Double Check Assembly			Reduced Pressure Assembly			Pressure Vacuum Breaker		
	Outlet Valve	_____psid	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	1# Check Valve	_____psid	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Air Inlet Valve	_____psig	Pass <input type="checkbox"/> Fail <input type="checkbox"/>
	1# Check Valve	_____psid	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Relief Valve Opening Point	_____psid	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Check Valve	_____psig	Pass <input type="checkbox"/> Fail <input type="checkbox"/>
	2nd Check Valve	_____psid	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	2nd Check Valve	_____psid	Pass <input type="checkbox"/> Fail <input type="checkbox"/>			
				Outlet Valve	Pass <input type="checkbox"/> Fail <input type="checkbox"/>				

Does the assembly meet proper installation requirements? YES ☐ NO ☐

Assembly PASSED ☐ FAILED ☐ *NOTE: ALL REPAIRS MUST BE COMPLETED WITHIN 10 DAYS

COMMENTS _____

Certified Tester Information – Please Print

I CERTIFY THAT ALL INFORMATION ON THIS REPORT IS TRUE AND ACCURATE.

Tester's Name (PRINTED) _____ State Certification No. _____

Test Equipment: Make _____ Model _____ S/N _____ Cal. Date _____

Tester's Company Name _____ Phone No. _____

Tester's Signature _____ Date _____

Return this form with fee: \$25.00 for each unit inspected. Payment by credit card available. Please call Sidney-Shelby County Health Department at 937-498-7249. Credit card convenience fee will apply.

**SIDNEY-SHELBY COUNTY
HEALTH DEPARTMENT**

APPLICATION FOR 2025 PLUMBING CONTRACTOR REGISTRATION

NAME OF BUSINESS _____

NAME OF OWNER _____

**** STATE PLUMBING CONTRACTOR LICENSE #**
and/or *STATE CERTIFIED BACKFLOW TESTER LICENSE#**

ADDRESS _____

City _____

State _____

Zip _____

OFFICE PHONE _____

CELL PHONE _____

FAX and/or EMAIL _____

APPLICANT'S SIGNATURE _____

DATE _____

****STATE CONTRACTOR LICENSE # REQUIRED FOR ALL COMMERCIAL PERMITS.**

*****PLEASE SPECIFY IF YOU ARE A STATE CERTIFIED BACKFLOW TESTER AND SUPPLY CERTIFICATE.**

REGISTRATION FEE:

1 – 5 Plumbers = \$250.00

More than 5 Plumbers = \$300.00

TOTAL AMOUNT PAID \$ _____

******This application must be accompanied by an original bond (if new) in the amount of \$10,000.00 (photocopies or faxes will be accepted for continuation bonds) AND copies of your State Certified Backflow Tester Certificate and/or State Plumbing Contractor License Certificate. No new permits or inspections will be provided until you are registered for 2025.***



Return application to: Sidney-Shelby County Health Department
202 W. Poplar St., Sidney, OH 45365

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

TOTAL PAID: _____ REGISTRATION #: _____

DATE PAID: _____ APPROVED: _____ DISAPPROVED: _____

RECEIPT #: _____

DATE _____