



Public Health
Prevent. Promote. Protect.

Board of Health Sidney-Shelby County

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PLUMBING PERMIT APPLICATION PROCESS

Anyone doing plumbing work in Shelby County is required to apply for a Plumbing Permit with the Sidney-Shelby County Health Department. Sidney-Shelby County Health Department contracts with Miami County Public Health for plumbing services.

COMMERCIAL REQUIREMENTS: Plans are reviewed by Miami County Public Health

- Commercial plumbing contractors must submit isometric drawings to Miami County Public Health along with a complete and signed Shelby County plumbing application.
- Plans must be approved by the Miami County Plumbing inspector(s) before permit is issued from Shelby County Health Department.
- Miami County Plumbing Department has 30 days to review drawings.
- Commercial Registered Plumbing Contractor must meet with plumbing inspector 8 - 9am or by appt. Phone numbers to reach inspectors are 937-573-3504.
- Commercial Plumbing Contractor must have Ohio State Plumbing License.

If a food service is involved, the Environmental Health Department must receive a set of drawings and the plans must be approved by a Food Service Sanitarian before a plumbing permit will be issued.

RESIDENTIAL PLUMBING PERMITS:

- Registered Shelby County Plumber submits completed application form.
- Permit applications may be faxed with credit card information to 937-498-7013 or emailed to sschd@shelbycountyhealthdept.org

HOMEOWNER REQUIREMENTS:

- Homeowner must be doing the plumbing.
- Submit Isometric drawing and meet with Miami County Plumbing Inspector 8 - 9am or by appt.
- Must live in the house for 1 year after final inspection. Must sign Owners Performance paperwork and be notarized.
- Landlord/Owner of rental property MAY NOT complete plumbing work.

CONTACT NAMES:

- Tim Miller - Chief Plumbing Inspector, Miami County Public Health
- Jeff Norris - Plumbing Inspector, Miami County Public Health
- Ryan Ayers - Plumbing Inspector, Miami County Public Health

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