



Grove City Building Division
 4035 Broadway
 Grove City, OH 43123
 614-277-3075 (Phone)
 614-277-3090 (Fax)
 GroveCityOhio.gov

SUBMITTAL REQUIREMENTS FOR PERMIT APPLICATIONS

A NARRATIVE DESCRIBING AND IDENTIFYING ALL PROPOSED WORK IS REQUIRED WITH ALL PERMIT APPLICATIONS. ADDITIONALLY, 2 SETS FOR RESIDENTIAL AND 4 SETS FOR COMMERCIAL OF ALL REQUIRED PLANS MUST BE SUBMITTED WITH THE PERMIT APPLICATION.

Applications will not be deemed complete, and thus not officially received, until all required items are submitted to the Grove City Building Division with the application and any applicable fees. Any official review period will not begin until all required submissions are received.

BUILDING PERMITS

- Site plan
- Grading plan
- Floor plans
- Elevations
- Structural plans
- Electrical plans
- Mechanical plans
- Plumbing plans
- Architectural drawings
- Material list
- Manufacturer's specs, if any
- Landscaping (for commercial submissions)

TEMPORARY STRUCTURES

- Site plan
- Elevation plan
- If electric is supplied, a separate electric permit is required
- A separate permit from the Jackson Township Fire Department is required
- Material list
- Manufacturer's specs

OTHER PERMIT TYPES

PLUMBING

- Floor plan
- Isometric drawing (commercial only)
- Material list (rough & finish)

ELECTRIC

- Floor plan
- Diagram for panel
- Material list

HVAC

- Floor plan
- Manufacturer's specs
- Ductwork layout

SPRINKLER

- Manufacturer's specs
- Layout/Sizing

FIRE ALARM

- Manufacturer's specs
- Layout

HOOD SUPPRESSION

- Manufacturer's specs
- Layout of system

COMMERCIAL HOOD

- Manufacturer's specs
- Layout, including ductwork

MAJOR HOME IMPROVEMENTS

Easement Encroachment form required for all projects, when applicable.

BASEMENT

- Floor plan
- Electrical plan
- Plan showing major appliances, including furnace, water heater, washer/dryer, etc.
- Plumbing plan
- Material list

GARAGE

- Site plan
- Elevation plan showing footer, foundation, walls and roof
- Floor plan
- Material list

CARPORT

- Site plan
- Elevation plan showing footer, foundation, walls and roof
- Floor plan
- Material list

DECK

- Site plan
- Elevation plan showing footer, foundation, joists, decking and railing
- Material list

ROOM ADDITION

- Site plan
- Floor plan
- Elevation plan showing footer, foundation, walls and roof
- Electrical plan
- Mechanical plan
- Plumbing plan
- Material list

IN-GROUND POOL/SPA

- Site plan with all existing elevations
- Manufacturer's specs
- Separate fence permit required
- Separate electric permit
- Pool Checklist

MINOR HOME IMPROVEMENTS

Easement Encroachment form required for all fences.

FENCE

- Site plan showing proposed location
- Manufacturer's specs, including height
- Material list

PATIO (SLAB ON GRADE)

- Site plan
- Material list

DOOR/WINDOW REPLACE

- Material being used
- If opening size is altered, submit header sizes and material list for alteration

DRIVEWAY WIDENING

- Site plan, including grading
- Material list

ABOVE-GROUND POOL/SPA

- Site plan
- Manufacturer's specs
- Electric and Fence permit required
- Separate Door/Window Protective Verification Form required

ROOF

- Material being used
- Ice Guard & Drop Edge required