



# City of Mansfield

## Tim Theaker, Mayor

### Bureau of Buildings, Inspections, Licenses and Permits

30 N. Diamond Street - Mansfield, OH 44902 – (419)755-9688 Fax-(419)755-9453  
www.ci.mansfield.oh.us

## When is a permit or approval required?

### Background

The City of Mansfield enforces local City Ordinances, the Ohio Building Code, the Residential Code of Ohio for One-, Two-, and Three-Family Dwellings, and the Ohio Fire Code. The Bureau of Buildings, Inspections, Licenses and Permits along with Engineering and Fire Departments enforce these codes, rules, and regulations. Richland Public Health enforces the Ohio Plumbing Code as well as other health and safety codes for plumbing, food service, public health, private wells/septic, and sanitation. All of the departments work in unison to educate, protect, and promote safe buildings, spaces, and environments.

### Current Codes

The following are the current code editions that are enforced:

- Residential Code of Ohio: 2019 Edition effective July 1, 2019
- Ohio Building Code: 2017 Edition
- Ohio Mechanical Code: 2017 Edition
- Ohio Plumbing Code: 2017 Edition

Copies of these codes may be viewed at the following locations:

- <http://www.com.ohio.gov/dico/bbs/> Click on the Codes tab at the top of the page.
- <http://codes.iccsafe.org/category/Ohio>
- <https://up.codes/codes/ohio>

Local City Ordinances including zoning, subdivision, stormwater management can be found at

<http://whdrane.conwaygreene.com/NXT/gateway.dll?f=templates&fn=default.htm&vid=whdrane:OHMansfield>

### Permits and Approvals required

The term permit and the term approval are defined between each code mean the same....the enforcing body is required to issue an approval or give permission prior to undertaking some act of construction, use, occupancy, or work.

#### *Approval is required for*

- New Residential structures, buildings, and additions
- New Commercial structures, buildings, and additions
- Changing the use of a structure (even without any alterations)
- Changes to load bearing structural elements
- Commercial Life Safety Systems, new and alterations. Automatic Sprinklers/Standpipes, Fire Alarms, Fire Suppression Systems (hoods, paint booths, halon systems)
- Electrical work- new electrical circuits or additions/extensions to existing circuits
- Swimming Pools
- Furnace or heating equipment replacement

- Electrical service replacement, upgrade, or alterations
- Generator installation
- Addition or alteration of mechanical/HVAC ductwork
- Replacement, alterations, or extensions of fuel gas piping
- New sanitary sewer, storm sewer, and waterline (domestic and fire line) connections
- Retaining walls associated with a means of egress from a building or structure
- Exterior wall signs
- Ground signs, Pole Signs, Pylon Signs, Billboards, Menu Boards, or similar
- Above ground and below ground Combustible, Non-combustible, and Hazardous material storage tanks – coordination through Mansfield Fire Department Fire Prevention Bureau.
- Fireworks displays - coordination through Mansfield Fire Department Fire Prevention Bureau.
- Alterations and/or Replacement of fuel dispensing equipment, pumps, etc. – electrical permit through the City, coordination the Fire Prevention Bureau and State Fire Marshal
- Residential Decks that meet any ONE of the following conditions:
  - Attached to a dwelling, structure, or other deck
  - Over 200 sf in area
  - More than 30” above grade at any point along the deck
  - Serves the main entry door to the dwelling or structure.
- Commercial Decks
- New Residential detached garages, sheds, and carports over 200 sf in area
- Plumbing new work and alterations- See Richland Public health
- Replacement of plumbing fixtures require a plumbing permit and plumbing inspections for the proper installation and approved materials - See Richland Public health
- Water heater installation or replacement- See Richland Public health

*Zoning only approval is required for*

- Fences less than 6’ in height
- Residential Accessory storage buildings (sheds, barns, etc) 200 sf or less
- Commercial Accessory storage buildings (sheds, barns, etc) 120 sf or less
- Driveways and curb cuts
- Residential decks that do not meet any of the conditions above
- Sign face replacements

*A permit is not required for*

- Replacement of electrical fixtures in a “like-for-like” manner.
- Kitchen or bathroom remodel, but a kitchen or bathroom remodel with the installation of new plumbing fixtures, faucets and appliances require a plumbing permit and plumbing inspections for the proper installation and approved materials. An electrical permit is required for any electrical alterations or new electrical work.
- Sewer line and water line repairs on private property
- Siding installation or replacement
- Shingle replacement
- Trim work and other finishes
- Carpeting and flooring
- Painting
- Window or door replacements
- Landscaping work
- Patios (concrete, brick, stone, pavers) installed directly on grade
- Swings and other playground equipment

The preceding lists are not all inclusive; certain projects have unique circumstances. If you have a question, please contact us!

**Maintenance and Repair**

Maintenance and repair work is defined by the Ohio Building Code and the Residential Code of Ohio. Any work not classified as minor repairs or maintenance requires an approval.

**Ohio Building Code Section 102.10.2 Minor repairs.** *Minor repairs to structures may be made without application or notice to the building official. Such repairs shall not include the cutting away of any wall, partition or portion thereof, the removal or cutting of any structural beam or load bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements; nor shall ordinary repairs include addition to, alteration of, replacement or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring or mechanical or other work affecting public health or general safety.*

**Residential Code of Ohio Section 102.10.2 Minor repairs.** *Minor repairs to structures may be to residential structures made without application or notice to the residential building official. Such repairs shall not include the cutting away of any wall, partition or portion thereof, the removal or cutting of any structural beam or load bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements; nor shall ordinary repairs include addition to, alteration of, replacement or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring or mechanical or other work affecting public health or general safety.*

### **Contractor Registration**

Both the City of Mansfield and Richland Public Health have contractor registration programs in place to protect the consumer and property owner. Contractors are required to be registered. Some trades require state licensure as part of the registration process. There are certain cases where Owners may perform their own work. Please contact the appropriate department to verify contractor registration requirements prior to beginning any work.

### **Department Contact Information**

Bureau of Buildings, Inspections, Licenses, and Permits  
Mansfield Municipal Building, 3<sup>rd</sup> Floor  
30 N. Diamond Street  
Mansfield, Ohio 44902  
Phone: (419) 755-9688  
Fax: (419) 755-9453  
M-F 7:30 am – 4:00 pm  
<http://ci.mansfield.oh.us/index.php/building-codes-and-permits>

Mansfield Fire Department, Fire Prevention Bureau  
140 E. Third Street  
Mansfield, Ohio 44902  
Phone: (419) 755-9815 or (419) 755-9816  
M-F 7:30 am – 4:00 pm

Richland Public Health, Environmental Health Division  
555 Lexington Avenue  
Mansfield, Ohio 44907  
Phone: (419) 774-4520  
Regular Dept. hours: M-Thurs 8:00 am – 4:30 pm, Fri 8:00 am – 4:00 pm  
Plumbing Services hours: M-Thurs 7:00 am – 3:30 pm, Fri 7:00 am – 3:00 pm  
<https://www.richlandhealth.org/departments/environmental-health>

### **Permits/Approvals Required for Common Projects**

Project	Zoning Permit	Building Permit	Electrical permit	Mechanical/HVAC Permit	Plumbing Permit	Other Permit
Air Conditioners				X		
Backflow Device					X	
Deck	X	X				
Driveway	X					
Electrical Wiring			X			
Fences	X					
Flag Pole	X					
Furnace/Heater/RTU – New or replacement				X		
New Building or Addition	X	X	X	X	X	
Interior Alterations		X	X	X		
Sewer Tap						X
Signs, Exterior Wall or Ground	X	X	X			
Storage Shed	X	X				
Swimming Pool	X	X				
Water Heater					X	
Water Tap						X
Demolition						X
Awnings and Canopies	X	X				
Commercial Tents	X	X				
Carports	X	X				
Change of Occupancy	X	X			X	
Electrical Service, New, Upgrade or Meter Reset			X			
Street opening, curb cut, driveway						X