



Do I Need a Permit?

All construction activity to enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert, or replace any electrical, gas, mechanical, or plumbing system requires a Building Permit. A Building Permit application automatically includes a Zoning Code review. If in doubt, please call the Building Department at 513-745-8522 for verification.

Requires a Building Permit (although this may not cover all situations that require a permit):

- New construction of a home or office building
- New room additions
- Any alteration of floor joists, wall studs, ceiling joists, rafters, beams, or other structural supports
- New or moved interior walls, regardless of whether or not they are structural
- New sub-flooring, wood flooring, and drywall
- New or structural repair of existing residential roof; all commercial roofing projects
- New porches and decks
- New wall openings for windows or doors
- New or replacement heating, ventilation, and air conditioning equipment or ducts
- New wood-burning stoves or fireplaces
- Accessory buildings (shed or detached garage) more than 200 square feet in area
- Swimming pools more than 24 inches deep (in-ground or above-ground)
- Fences more than 6 feet in height
- Commercial tents and temporary structures more than 400 square feet in area (also requires a Fire Code Permit from the Blue Ash Fire Department – call 513-745-8533 for more information)

Does not require a Building Permit, but does require a Zoning Permit:

- Accessory buildings (sheds) more than 40 square feet and less than 200 square feet in area
- Fences 6 feet or less in height
- Retaining walls less than 4 feet in height that do not support a hill, structure, or parking area
- Paved surfaces including driveways and parking areas (gravel is not permitted)

Does not require any permit, but is regulated by the Zoning Code:

- Tents 400 square feet or less, storage units, and other temporary installations are limited to no more than two at a time and no installation can be in place for more than 21 consecutive days
- Temporary signs

Does not require either a Building or Zoning Permit and the work can be done at any time:

- Replacement siding that does not require structural changes or repairs
- Replacement roofing that does not require structural changes or repairs
- Replacement windows that do not require structural changes or repairs
- Interior decoration, such as paint, wallpaper, carpet, tile, cabinets, window coverings, and replacement light fixtures
- Prefabricated pools of any type that are 24 inches deep or less
- Installation of playground equipment
- Temporary tents installed on private property for non-commercial purposes
- Planting trees, shrubs, and other vegetation
- New or replacement gutters and downspouts
- New storm windows or doors in existing openings

A *Fire Code Permit* is required to maintain, use, store, or handle materials, or to conduct processes which produce conditions hazardous to life or property, or to install equipment used in connection with such activities. Contact the Blue Ash Fire Department Life Safety Division for additional information about permits at 513-745-8533.