General Information for 2026 Permit Application Submittals: Building/Electrical/Mechanical/Zoning/Sign

1. SITE WORK - NEW SINGLE-FAMILY RESIDENTIAL AND OTHER CIVIL PLANS

1(a). NEW SINGLE-FAMILY AND TWO-FAMILY RESIDENTIAL APPLICATIONS

For new residential construction, civil site plans must be submitted in addition to the submittal requirements for a Building Permit. Civil site plans must address all of the items listed on the "Single-Family Dwelling, Plan Requirements" form. These plans will be reviewed by the City Engineer and must be approved before the City will issue a Building Permit. When the civil plans are approved, a copy will be returned to you with your Building Permit and supersede the civil plans that were originally attached to your building plans, if different.

At the time of application submittal and in addition to the Permit Application fee, there is an additional $800 up-front fee that covers all costs for civil plan review and approval, site visits, and construction monitoring by the City Engineer (BAMC 1305.03). A permit application will not be processed until this fee is paid.

In addition to application fees, a $5,000 *surety bond* payable to the "City of Blue Ash" as a *site conditions guarantee* must be on file.* This is for new residential construction only and does not apply to commercial construction.

*The *site conditions guarantee* bond will be held by the City of Blue Ash for the duration of each project and will be returned to the applicant at the close of the project upon submission of an as-built civil plan in substantial compliance with the approved civil plan. This plan must address all of the items listed on the "Single-Family Dwelling, As-Built Requirements" form. The site conditions guarantee is ensure that the site and adjacent rights-of-way are maintained in a clean and workmanlike condition consistent with the requirements of the permit and any other applicable laws and regulations, including the Blue Ash Code of Ordinances. Situations in which the City will use the funds include, but are not limited to, the following:

- To stabilize unstable slopes
- To fill and grade excavations not completed as required
- To install silt fences, dandy bags, and other soil erosion control measures
- To restore damage to public property caused by the property owner, applicant, or any contractor on the site
- To clean and sweep public roadways and sidewalks

The City may hire a private person or firm to complete the necessary work at the current market rate and will pay for the work using the site conditions guarantee. The applicant will be billed for all costs that exceed the site conditions guarantee. The City may also take legal action to recover all costs and will withhold the Certificate of Occupancy until all costs are paid to the City.

1(b). COMMERCIAL, NEW BUILDINGS and ADDITIONS

In addition to plans required to submit for a Building Permit, all plans that include regulated civil site work plans such as new or reconfigured driveways, parking areas, stormwater handling infrastructure, dumpster enclosures, landscaping, exterior lighting, etc. These plans will be reviewed separately by the City Engineer and must be approved before the City will issue a Building Permit. When the civil plans are approved, a copy will be returned to you with your Building Permit (and supersede the civil plans that were attached to your building plans, if different).

Site work will be inspected and must be in accordance with approved plans. Site inspections are coordinated directly with the City Engineer. Prior to beginning any work, contact the inspector at 513-310-8592. In addition to inspection of site improvements, all sites are inspected monthly and after significant rain events to ensure continued compliance with stormwater management plans.

There is no additional up-front fee or deposit for civil site plan review and inspections; however, the applicant is responsible for all costs incurred by the City for civil engineering consultation, plan review and approval, site visits, and construction monitoring (BAMC 1305.11). The City Engineer is contracted by the City to perform these services on behalf of the City and invoices the City monthly. The City will invoice the applicant for all fees associated with projects after it receives the invoice from the City Engineer. The applicant may not receive an invoice until several months after the charges are actually incurred. Failure to pay is a misdemeanor of the first degree; each day is a separate offence (BAMC 1305.99).

2. HVAC, ELECTRIC & GAS LINE PERMITS (COMMERCIAL)

A commercial Building Permit Application (for New Construction, Addition, or Alteration/Remodel) may include HVAC, Electric and/or Gas Line. If plans are included and permit should include those, check those permit type boxes, as well. **The plan reviewer will not review the plans for HVAC, Electric and/or Gas Line approval if the box is NOT checked on the application even if plans include them.**

Commercial HVAC, Electric and Gas Line permits may also be applied for separately.

3. SEPARATE SUBMITTALS REQUIRED

Fire Suppression, Fire Alarm, and Sign Permit Applications may not be combined with any other Permit Types and must be submitted separately.

4. SIGNS

Sign Permit Applications may not be combined with any other Permit Types. Every application for a sign or signs *must* have a completed "SIGN INFORMATION" sheet included with submittal. [NOTE: For ground signs less than 6-feet in height, a zoning permit only is required which requires only one (1) set of plans and currently there are no fees for zoning permits. If adding electric to a ground sign, a separate electrical permit is required regardless of height.]