

PARKING LOTS

I. WHEN IS A BUILDING PERMIT REQUIRED FOR A PARKING LOT?

A permit is required for any parking area or lot exceeding 800 square feet.

II. WHAT CODES/REGULATIONS ARE APPLICABLE?

Contact the following agencies:

- A. Department of Buildings & Inspections
 - 1. Zoning Administration – 352-2430
 - 2. Building Code Plans Examination – 352-3313
 - 3. Plumbing Inspections (Cincinnati and Ohio Plumbing Codes) – 352-3280
- B. Department of Transportation & Engineering:
 - 1. Central Permit Office (curb cuts) – 352-3463
 - 2. Traffic Engineering (relocation of signs, meters, poles, etc.) – 352-3729
- C. Stormwater Management Utility:
 - 1. Stormwater Engineering – 352-3204
- D. Metropolitan Sewer District:
 - 1. Wastewater Engineering – 244-1300
- E. Inspection Bureau Incorporated:
 - 1. Electrical Inspections (National Electric Code) – 381-6080

III. HOW DO I OBTAIN A PERMIT?

Complete an application for a permit and submit three copies of plans for review to the Permit Center, 805 Central Avenue, Suite 500, Cincinnati, Ohio 45202. A plan processing fee must be paid at the time of application. The plans shall include the following:

- A. Submit plans showing the property lines, streets, structure, and the proposed parking lot.
- B. Plans must be drawn to scale.
- C. The plans should include the parking layout, location of driveways, any obstructions to proposed driveways (poles, traffic signs, parking meters, etc.), lights, fences, landscaping and any signs. The plans shall also show how stormwater runoff will be intercepted. Show this by contour lines or elevations and show any catch basins, sewer laterals, sewer mains, etc. (stormwater detention may be required).
- D. An attendant's booth requires plans detailing construction, heat, electricity, plumbing, etc. Plans for pre-fabricated booths shall include a letter of certification from the Ohio Board of Building Standards.

- E. Be sure to label what is existing and what is new. For example, label driveways and catch basins "existing" or "proposed."
- F. Describe your project. List the number of off-street parking spaces and list the number of off-street loading spaces, if any. Show the length and width of all spaces along with aisleway widths, the type and thickness of surfacing (i.e. blacktop or concrete), disabled spaces and their signage, etc.
- G. Any construction activities which restrict pedestrian or vehicular traffic flow on streets or sidewalks shall be noted.
- H. Annex Parking Lots – shall identify the building(s) which they serve or if they are open to the public. ADA parking requirements are to apply accordingly.

IV. WHAT HAPPENS AFTER I APPLY FOR MY PERMIT?

The aforementioned agencies will review the application. If any of the agencies has questions or comments they will contact the person listed on the application. Upon receipt of the necessary plan revisions and approvals, the Permit Staff will notify the applicant that the permit is ready and the balance of the permit fee will be due. Contact the Permit Center at (513) 352-3271.

V. WHAT IS REQUIRED AFTER THE PERMIT IS ISSUED?

All work must be performed in accordance with the Cincinnati Zoning Code, Cincinnati Building Code, Ohio Building Code, National Electric Code, and other applicable ordinances. The permit will expire if work is not started, is postponed, abandoned or an inspection is not requested within one year of the issue date.

- A. Other permits may be required, such as sewer (MSD), driveway (curb-cuts) per City specs, right-of-way barricade, electrical, plumbing, signs, etc.
- B. All parking facilities in which fees are charged will require a Parking Lot License from the City Treasurer's Office (352-4781).

VI. INSPECTIONS REQUIRED (24-hour minimum notice)

- A. Building Construction Inspections – 352-3267
- B. Metropolitan Sewer District – 244-1369
- C. Plumbing Inspections – 352-3280
- D. IBI (Electric) – 381-6080