

## WHY GET A BUILDING PERMIT?

Zoning and building codes are created to preserve your health, safety, general welfare, and property. They are designed to help keep you, your guests, and even your future homebuyer safe and out of harm's way. As part of the overall process to insure that the rules for building and zoning are followed as consistently and fairly as possible, building permits are a necessary step before many types of building or repair projects are started.

The City of Mason Engineering & Building Department administers most building permits for work within the city. Warren County issues permits for plumbing-related items. Homeowners are required to obtain the necessary building permits before work begins.

As part of the permit process, you must state what you plan to do and provide a set of plans for your project. During the permit review process, any potential issues are identified. These may save you from costly modifications later, such as having to replace a wall built with improper materials or spacing, putting a structure too close to a property line, or building a basement bedroom without a window properly sized for an emergency exit.

Except for plumbing, permit applications and information sheets can be found at [imaginemason.org](http://imaginemason.org) or by visiting the customer service center at Mason Municipal Center. All indoor plumbing in the City of Mason requires a plumbing permit through the Warren County Health Department, Plumbing Division, at 513-695-1476.

Below is a list of items and whether they need a permit for **single-family dwellings**. This list shows only the most common examples of home improvements. If you have a question regarding an item that is or is not on the list, please call the Engineering and Building Department at 513.229.8520 to verify if a permit is required. Remember—permits are for YOUR safety.

Type of Work	Type of Permit Required					
	Building	Electric / HVAC	Zoning	Inspection Only	Warren County Plumbing	No Permit Needed
AC/Heat Pump Equipment		X				
Basement Finish	X	X	X		X	
Bathroom	X	X			X	
Cabinets						X
Carpet						X
Deck	X		X			
Driveway / Apron (existing)				X		
Driveway or Expansion (new)				X		
Electrical Work		X				
Fence			X			
Fireplace	X	X				
Gazebo	X		X			
Garage (attached or detached)	X	X	X			
Gutters / Downspouts						X
Hot Tub	X	X	X			
Home Remodel / Addition	X	X	X		X	
Interior Modifications: adding a wall, doorway, window, etc.	X					
Non-Structural Repairs/Maintenance						X
Patio or Pavers (ground level)						X
Patio Cover / Car Port	X		X			
Play / Swing Structure						X
Plumbing					X	
Porch / Patio Enclosure	X	X	X			
Retaining Wall (over 30")	X					
Roof Shingles (replacement)						X
Satellite Dish Antenna		X	X			
Sidewalk				X		
Siding						X
Sign – Residential only (yard sales, property for sale, etc.)						X
Storage Shed (larger than 200 sq. ft.)	X		X			
Storage Shed (smaller than 200 sq. ft.)			X			
Swimming Pool (above or in ground) (Fence permit may also be required)		X	X			
Swing Set						X
Tile Flooring						X
Trusses / Replace Plywood on Roof	X					