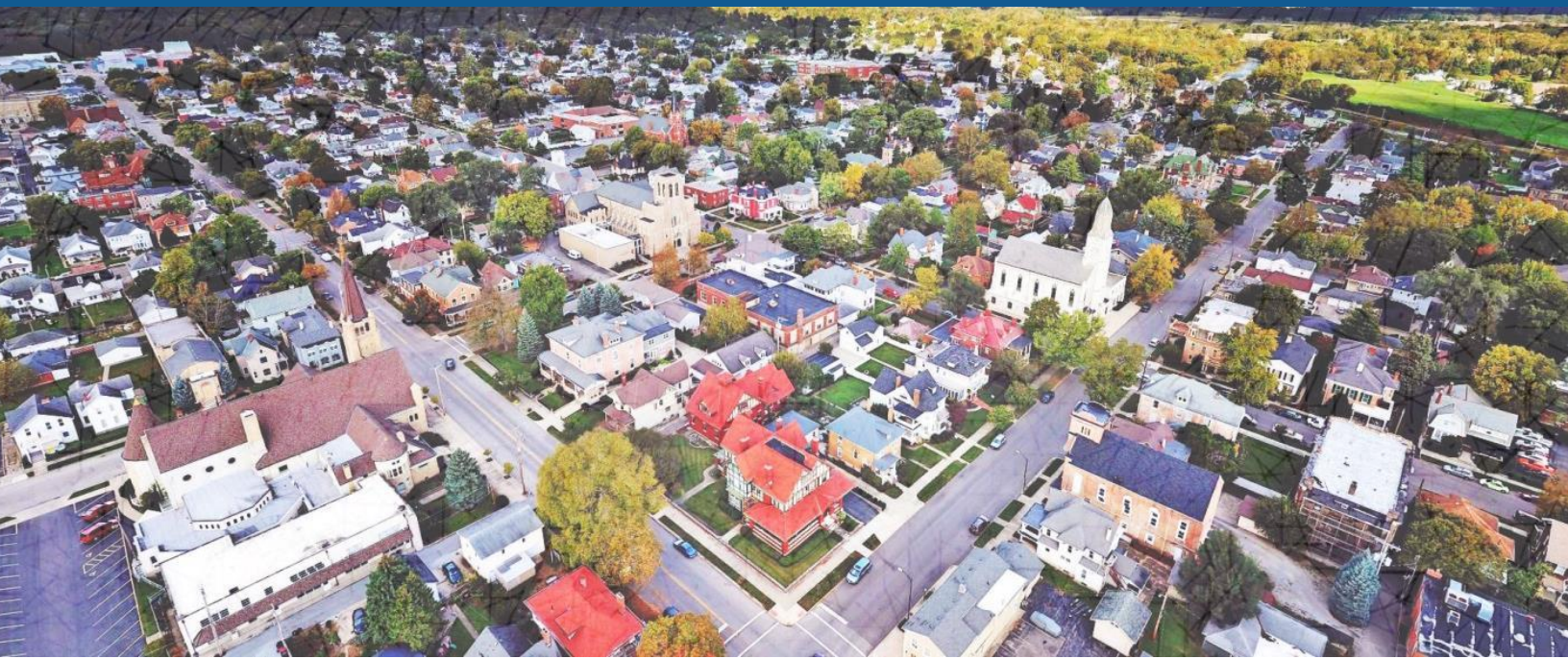




CITIZEN'S GUIDE TO BUILDING AND ZONING

October, 2020





Piqua Resident,

If you are considering a home improvement project, or just curious about what the city standards are for maintaining, improving or building on a property in Piqua, this guide is the perfect place to begin. The Citizen's Guide is designed to assist residents to better understand the basics of city codes and ordinances relevant to property improvements and maintenance.

This guide is meant to be general in nature, containing information about the most common projects and issues. In addition, this guide identifies roles and contact information of various public officials as well as boards and commissions involved in administering the code.

Keep in mind that this is a guide, and it is always best to check with the appropriate city departments before undertaking an improvement project to be sure you have the most up to date standards and permit information.

We hope you will find the enclosed information helpful. If you have any questions please call us at 937.778.2049.

Sincerely,

A handwritten signature in black ink, appearing to read "Kyrsten French", is written over a light blue horizontal line.

Kyrsten French
City Planner

Table of Contents

Mission Statement	<u>6</u>
Introduction	<u>7</u>
Purpose of zoning codes	<u>8</u>
Purpose of building codes	<u>9</u>
Purpose of property maintenance codes	<u>10</u>
Assistance – Zoning Code	<u>11</u>
Assistance – Plumbing Code	<u>12</u>
Assistance – Property Maintenance and Nuisance Codes	<u>13</u>
Administrative Bodies and Officers	<u>14</u>
City Commission	<u>14</u>
Planning Commission	<u>14</u>
Board of Zoning Appeals	<u>15</u>
City Planner	<u>15</u>
Chief Building Official	<u>15</u>
Plumbing Inspector	<u>15</u>
Sanitarian	<u>15</u>
Zoning: Uses and Procedural Requirements	<u>16</u>
Permitted Uses	<u>16</u>
Special Uses	<u>16</u>
Variance	<u>16</u>
Zoning Change	<u>16-17</u>
Introduction to Building Code	<u>18</u>
Permit Process	<u>18</u>
Submission of Drawings	<u>18</u>
Review Timeframe	<u>18</u>
Permit Types	<u>18-23</u>
Permit Requirements By Project Type	<u>25-27</u>
General Information	<u>28-31</u>
Useful Resources	<u>31</u>
Planning Documents	<u>31</u>
More Links	<u>31</u>
Contact Information	<u>32</u>

City of Piqua Mission Statement

Promote the health, safety, and welfare of the community through the efficient and effective delivery of services based on addressing the needs of, and making continuing improvements in the city, in partnership with the community.

Introduction

The City of Piqua has a diverse collection of residential and business use structures with varying degrees of architectural character. The zoning and building codes adopted by the community are what protect the property values and promote safe and aesthetically pleasing housing and business environments.

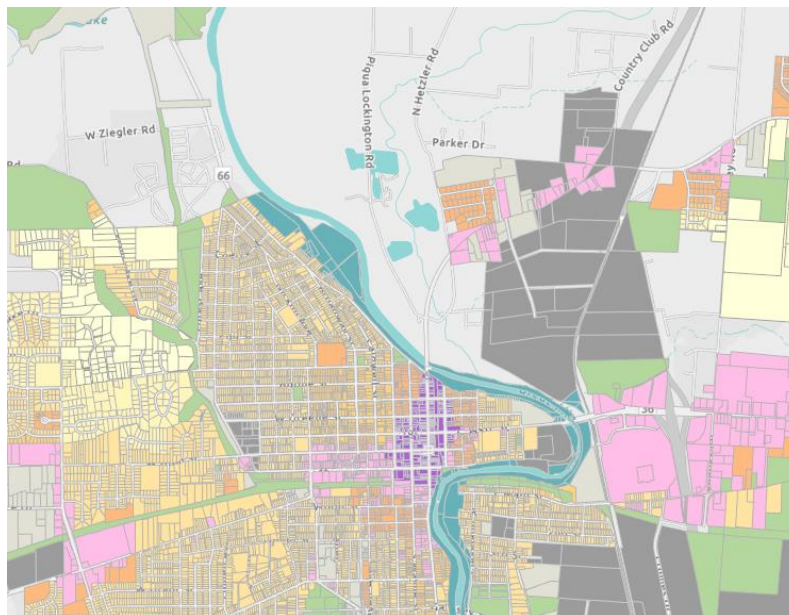
The purpose of this book is to provide Piqua residents and property owners with the basics of the City's zoning and building codes. It includes references to the boards and committees that play an important role in the administration of the Zoning Code, as well as information about contact persons on city staff who can provide assistance. This guide contains information that is geared toward the more common issues, standards, and questions that are often addressed. Our intent is to provide this informational booklet as a tool, to assist you in better understanding what responsibilities you have as a property owner or resident, prior to undertaking an improvement project. Whether it is a do-it yourself project or you plan to hire a professional, this booklet provides how-to information you need to consider to ensure the improvements comply with local zoning and building laws and meet the standards and expectations of the community.

Purpose of the Zoning Code

The [Piqua Zoning Code](#) is intended to promote and protect the public health, safety and general welfare of the community. This is accomplished by ensuring:

- Properties are appropriately zoned to encourage the highest and best use of land throughout the City.
- Residential, business, and industrial areas are protected from harmful encroachment by incompatible uses.
- Negative impacts of incompatible land uses are mitigated through the use of screening, setbacks and/or other regulatory methods.
- Reasonable development standards are applied uniformly to and consistently to all buildings and structures.
- Certain nonconforming uses of land, buildings and structures are regulated.
- Development densities economize the provision of water, sewer, streets and highways, fire and police protection, schools, parks, recreation facilities, and other government services.

A complete copy of Piqua's Zoning Code can be found on the city's website or at: https://codelibrary.amlegal.com/codes/piqua/latest/piqua_oh/0-0-0-14496#JD_Chapter154



Purpose of the Building Code

The [Ohio Building Code](#) and [Residential Code of Ohio](#) are intended to establish uniform minimum requirements for the erection, construction, repair, and alteration of structures. The Building Code includes sections pertaining to, among other things, the structural, electrical, mechanical, plumbing, and fire protection elements of a project. Such requirements shall relate to the conservation of energy, safety, and sanitation of buildings for their intended use and occupancy with consideration for the following:

- **Performance** - Establish such requirements, in terms of performance objectives for the use intended.
- **Extent of use** - Permit to the fullest extent feasible, the use of materials and technical methods, devices, and improvements which tend to reduce the cost of construction without affecting minimum requirements for the health, safety, and security of the occupants of buildings.
- **Standardization** - To encourage, so far as may be practicable, the standardization of construction practices, methods, equipment, material and techniques.

The City of Piqua provides building plan review, permit and inspection services through an agreement with the Miami County Building Regulations Department. The Chief Building Official of this office and other staff members are available to assist you with filing the necessary applications and answering any questions you may have with respect to building regulations including all of the structural, electrical, mechanical, and fire protection elements of a project. Building regulations information can be obtained at the Miami County Building Regulations Department located on the 1st floor of the Hobart Center for County Government, 510 W. Water Street, Troy, Ohio, during normal business hours, Monday through Friday, from 8:00 a.m. to 4:00 p.m. The Chief Building Official can be contacted by telephone at 937.440.8121 or via the County's website at miamicountyohio.gov.

Additional Building Code regulations can be found here:
<https://www.co.miami.oh.us/137/Building-Regulations>

Purpose of the Property Maintenance Code

The Piqua Property Maintenance Code is intended to establish minimum acceptable standards for the maintenance of existing buildings, structures, premises, and facilities to protect the health, safety, and general welfare of the occupant or general public. Such requirements shall relate to the adequate supply of light, ventilation, space, heating, sanitation facilities, and life safety features, and protection from the elements, fire and other hazards, with consideration for the following:

- **Responsibility** - Fixing the responsibility of the owners, operators, and occupants.
- **Regulate Occupancy** - Regulating the occupancy of existing structures and premises.
- **Remedies** - Providing for administration, enforcement and penalties.

The Code Compliance Coordinator can be contacted by telephone at 937.778.2049 or via email at: amorrison@piquaoh.org.



Assistance

[Zoning Code](#) – The City Planner and other members of the city of Piqua Development Office staff are available to assist you with filing the necessary applications and answering any questions you may have with respect to zoning regulations. Information can be obtained at the [Development Office](#) located on the 2nd floor of the City of Piqua Municipal Government Complex, 201 W. Water Street, Piqua, Ohio, during normal business hours, Monday through Friday, from 8:00 a.m. to 5:00 p.m. The City Planner can be contacted by telephone at 937.778.2049 or via email at: kfrench@piquaoh.org.

Plumbing Code

The City of Piqua provides plumbing plan review, permit and inspection services through an agreement with the Miami County Health Department. The Plumbing Inspector and other members of staff are available to assist you with filing the necessary applications and answering any questions you may have with respect to plumbing regulations. Information can be obtained at the [Health Department Office](#) located on the 2nd floor of the City of Piqua Municipal Government Complex, 201 W. Water Street, Piqua, Ohio, during normal business hours, Monday through Friday, from 8:00 a.m. to 5:00 p.m. The city Health Department can be reached by phone at 937.778.2060.

In order to apply for a Plumbing Permit in the City of Piqua, you must be registered with the city. Please refer to our "[Contractor Registration](#)" link on the city's website for more information. Please note that a homeowner who is performing plumbing work on his/her primary residence is not required to register with the city. Also, contractor registration is not required for contractors who are only performing work on Irrigation Systems.

For Commercial permits, please note that approval must be obtained by the plumbing inspector prior to issuance. You must submit a complete set of sealed water & drainage drawings & the completed plumbing permit application to the inspector.

You may contact the [Miami County Public Health District](#) to schedule an appointment with a plumbing inspector at 937.573.3500, or one of the inspectors will make contact with you to schedule an inspection.



Property Maintenance and Nuisance Codes

Like many communities, Piqua chooses to enforce property maintenance and nuisance codes to maintain the appearance and character of the community. The codes include general provisions for property upkeep. For example, the codes establish standards for the maintenance of lawns, trees and other vegetation; requires painted surfaces to be properly maintained; and, prohibits the accumulation of debris or storage of materials in yards, among other things.

The City of Piqua Sanitarian, Code Compliance Coordinator and other staff members are available to assist you with answering any questions you may have with respect to property maintenance code requirements.

Information can be obtained at the [Health Department Office](#) located on the 2nd floor of the City of Piqua Municipal Government Complex, 201 W. Water Street, Piqua, Ohio, during normal business hours, Monday through Friday, from 8:00 a.m. to 5:00 p.m. The Sanitarians can be contacted by telephone at 937.778.2060 or via the City's [website](#).

Information can be obtained at the [Development Office](#) located on the 2nd floor of the City of Piqua Municipal Government Complex, 201 W. Water Street, Piqua, Ohio, during normal business hours, Monday through Friday, from 8:00 a.m. to 5:00 p.m. The Code Compliance Coordinator can be contacted by telephone at 937.778.2049 or via the City's [website](#).



Administrative Bodies and Officers

The City of Piqua provides many opportunities for citizens to become involved in the governing of the City. Volunteers of the city serve on 23 various boards and committees. These committees assist the Commission, Administration, and individual departments throughout the city and adjoining areas. More information on City of Piqua board or committees can be found on the city's [website](#).

City Commission

The [City Commission](#) is the elected governing body of the City of Piqua. The City Commission consists of 5 members elected at large to represent each of the five wards established in the city. The mayor, who is also one of the five elected members of the commission, is known as the President of the Commission and presides over the meetings of the City commission. The City Commission meets in the Municipal Government Complex Commission Chambers at 6:00 p.m. on the first and third Tuesday of each month. The City Commission exercises the executive powers of the City, considers and enacts legislation, and sets official City policy. In addition, the City Commission appoints members to various City commissions and boards including the Planning Commission and the Board of Zoning Appeals. All board and commission members are volunteers who give their time and expertise for the benefit of the City.

Planning Commission

The [Planning Commission](#) is charged with considering items affecting the physical development and improvement of the city. Comprised of 5 citizen members appointed by the City Commission, the Planning Commission meets in the Municipal Government Complex Commission Chambers at 6:00 p.m. on the second Tuesday of each month. The Planning Commission has responsibility to review and decide upon special use and continuation of nonconforming use requests, subdivision plans, and other matters affecting plans, design, location, removal, relocation, and alteration of any streets, alleys, parks, buildings or structures belonging to, or located in right of way or on property belonging to, the city. In addition, the Planning Commission recommends action to the City Commission regarding final subdivision plats, rezoning request, or amendments to the Zoning Code, and undertakes studies or inquiries as directed by the City Commission.

Board of Zoning Appeals

The [Board of Zoning Appeals](#) consists of 5 citizen members appointed by the City Commission. In those instances where there are peculiar exceptions, and unusual circumstances in connection with a specific parcel of land, said circumstances not generally found within the locality or neighborhood concerned, the Board of Zoning Appeals may consider and decide upon a petition to vary the strict application of the height, area, setback, or parking requirements of the [Zoning Code](#). The Board of Zoning Appeals meets in the Municipal Government Complex Commission Chambers at 6:00 p.m. on the fourth Tuesday of each month.

City Planner

The City employs a full-time City Planner who is responsible for the day-to-day administration of the provisions of the land use codes adopted by the City. The City Planner is available to assist applicants to ensure compliance with the Subdivision, Historic Preservation, and Zoning Codes.

Chief Building Official

Through an agreement with the Miami County Building Regulations Department, the City indirectly employs a full-time Chief Building Official. The Chief Building Officials primary responsibility is the day-to-day administration of the provisions of the building regulations. The Chief Building Official is available to assist applicants to ensure compliance with the Building Codes adopted by the City.

Plumbing Inspector

Through an agreement with the Miami County Health Department, the City indirectly employs a full-time Plumbing Inspector. The Plumbing Inspectors primary responsibility is the day-to-day administration of the provisions of the plumbing regulations. The Plumbing Inspector is available to assist applicants to ensure compliance with the Plumbing Code adopted by the City.

Sanitarian

The City employs a full-time Registered Sanitarian whose responsibilities include the day-to-day administration of the provisions of the Property Maintenance Code adopted by the City. The Sanitarian is available to assist the public in ensuring the compliance of properties with the Property Maintenance Code.

Zoning: Uses and Procedural Requirements

Permitted Uses

This is a use which may be lawfully established in a particular zoning district(s), provided it conforms with all of requirements, regulations and standards of the applicable zoning district. Permitted uses require submission of an application and detailed plan for an administrative review and issuance of a permit.

Special Uses

This is a use that because of special characteristics attendant to its operation or installation, is permitted in a district subject to approval by the Planning Commission. In authorizing this type of use the Planning Commission may impose special requirements that differ from the usual requirements for the district in which the Special Use may be located.

Variance

A Variance is the relaxation of the strict and literal enforcement of height, area, setback, parking, or sign regulations to allow the reasonable use of a property and the land, provided the use is in the best public interest and does not jeopardize the general health safety, or welfare of the City. The owner of the property, or the owner's agent, for which a Variance is sought, initiates a request for a Variance. The Variance application, complete with any information justifying the Variance, a site plan of the proposal for which the Variance is being sought, and any other information as the Board of Zoning Appeals may reasonably require, is submitted by the applicant. Once received, a public hearing date is set, the adjacent property owners are notified of the meeting and the item to be considered, and the Board of Zoning Appeals conducts a public hearing to consider the Variance request. The Variance application will be reviewed and approved, denied, or approved with conditions.

Zoning Change

A request to change the zoning designation of a property may be initiated by the City Commission, the Planning Commission, or the owner of the affected property. The Zoning Change application, complete with any information justifying the Zoning Change, a site plan of the proposal for which the change in zoning designation is being sought, and any other information as the Planning Commission may reasonably require, is submitted by the applicant. A public hearing date is set, the surrounding property owners are notified of the meeting and the item to be considered, and the Planning Commission conducts a public

hearing to consider the Zoning Change request. The Zoning Change application will be reviewed by the Planning Commission and referred to the City Commission with a recommendation for approval, or denial.

Please contact the [Development Department](#) at 937.778.2049 for more information on all zoning matters.

Introduction to Building Code

Cities choose to enforce building codes in order to provide minimum requirements to safeguard life, health, and public welfare. Codes also control the design, construction, installation of equipment, quality of materials, repair, use, and occupancy of residential dwellings and accessory structures.

The City of Piqua has adopted and follows the Residential Code of Ohio for detached one, two and three-family dwellings.

Permit Process

Like most communities, the City of Piqua requires permits for many improvements. Permits are necessary to ensure that the work complies with all applicable building and zoning requirements.

Submission of Drawings

The drawing submittal requirements and the level of detail necessary vary according to the type and complexity of the project. The tables included on the following pages are designed to assist permit applicants in determining what plan submittals are to be included with the permit application.

Review Timeframe

The amount of time needed to complete the review process will vary according to the type and complexity of the project. Typically, the plan review for a residential project will be completed in approximately 3 to 7 business days. In each case, upon completion of the plan review process, the applicant will receive notification of permit approval or a request for additional information. Generally speaking, each permit application will be processed as expeditiously as possible; however, the review process can vary from project to project for a variety of reasons.

Permit Types

The following is a list of the permit, license, and certificate types issued for various residential land use and building projects. Not all projects require a permit. If you have specific

questions about whether a permit is required, what type of permit(s) are required, or what information is to be included with your permit application, please refer to the table on the following pages or call the issuing office of the particular permit type in question.

Building Permit

This [permit](#) is issued for the construction, rehabilitation, or alteration of buildings and other related structures. Submittals for this permit type shall include two (2) complete sets of the construction documents listed below. For additional information concerning this permit type contact the Miami County Building Regulations Department at 937.440.8121.

Construction documents to be included with a building permit application include the following:

- Site Plan - A site plan drawn to scale showing the size and location of new construction and all existing structures on the site, including front, side, and rear yard setback dimensions, all property lines, distances from lot lines, the locations of the nearest streets, the established street grades, types and sizes of all utility lines, and the drainage paths.
- Foundation Plans – This document shall provide the details of the foundation system and include all details necessary to completely describe the foundation of the building. Floor Plans – Complete floor plans, including plans of full or partial basements and full or partial attics.
- Floor plans show all relevant information such as door swings, stairs and ramps, windows, shafts, all portions of the means of egress, etc., and shall be sufficiently dimensioned to describe all relevant space sizes. Wall materials shall be described. The documents shall designate the intended use of all spaces.
- Elevations – This document shall provide the details of the exterior wall envelope and include all elevations necessary to completely describe the exterior of the building.
- Wall Sections – Cross sections, wall sections details including typical sections as required to fully describe the building construction showing wall, ceiling, floor, and roof materials. The construction documents shall describe the exterior wall envelope in sufficient detail to determine compliance with the building code.
- Structural Plans – Complete structural description of the building including size and location of all structural elements used in the design of the building and other data as required to fully describe the structural system.

- System Descriptions – Complete description of the mechanical, electrical, and plumbing systems, including all location, materials, and sizes of all conduits, ductwork, piping, fixtures and equipment.

Curb and Sidewalk Permit

This [permit](#) is issued for the new installation, replacement, or alteration of curb, public sidewalk, or drive approaches located in the public right of way. Submittals for this permit type shall include a completed application and a dimensioned sketch of the curb or sidewalk area being constructed or replaced. For additional information concerning this permit type contact the City of Piqua [Engineering Office](#) at 937.778.2044.

Demolition Permit

This [permit](#) will be used to determine whether a project meets all applicable legal requirements of the city, including the zoning code. Several City departments will review to ensure that the project will coordinate with any improvements planned by the City. This permit must be approved prior to the commencement of demolition. If the demolition is associated with the immediate redevelopment of a site, meaning that construction documents for a rebuild after demo are ready for submission, the applicant may not need to submit an application, and can include demolition information in a Commercial or Residential Construction permit application instead.

For additional information concerning this permit type contact the City of Piqua [Development Office](#) at 937.778.2049.

Construction documents to be included with a demolition permit application include the following:

- Site Plan – A site plan showing the construction to be demolished, the location and size of existing structures to remain on the site, and the restoration plan for the area disturbed.
- Demolition and Restoration License and Performance Bond – A surety bond insuring that demolition work will be performed in its entirety and the site will be properly restored.
- Delinquent Personal Property Taxes Owner Affidavit – An affidavit executed by the property owner stating that there are no outstanding personal property taxes owed on the parcel.

Electrical Permit

This [permit](#) is issued for the new installation, replacement, or alteration of electrical components and fixtures. Submittals for this permit type shall include two (2) complete sets of the electrical systems description construction documents describing the location, materials, and sizes of all conduits, fixtures and equipment. For additional information concerning this permit type contact the Miami County Building Regulations Department at 937.440.8021.

Heating and Cooling Permit

This [permit](#) is issued for the new installation or replacement of heating and air conditioning components and fixtures. Submittals for this permit type shall include two (2) complete sets of the floor plan and the heating, ventilation, air conditioning, and other mechanical equipment systems description construction documents describing the location, materials, and sizes of all conduits, ductwork, piping, fixtures and equipment. For additional information concerning this permit type contact the Miami County Building Regulations Department at 937.440.8021.

Plumbing Permit

This [permit](#) is issued for the installation, replacement, or alteration of plumbing components and fixtures. Submittals for this permit type shall include one (1) complete set of the floor plan and the plumbing systems description construction documents describing the location, materials, and sizes of all piping, fixtures and equipment. For additional information concerning this permit type contact the City of Piqua [Health Department](#) 937.778.2060.

Right of Way Opening Permit

This [permit](#) is issued for the completion of general excavation and utility repair work located in the public right of way. Submittals for this permit type shall include a completed application and a dimensioned sketch of the portion of right of way where the work is to be performed. For additional information concerning this permit type contact the City of Piqua [Public Works Department](#) at 937.778.2095.

Right of Way Management Permit

For additional information concerning this [permit](#) type contact the City of Piqua [Engineering Office](#) at 937.778.2044.

Sewer Connection Permit

This [permit](#) is issued to allow a private sanitary sewer lateral to be connected to the public wastewater collection system. Submittals for this permit type shall include a completed application and a dimensioned sketch of the portion of right of way where the work is to be

performed. For additional information concerning this permit type contact the City of Piqua [Engineering Office](#) at 937.778.2044.

Street, Sidewalk, or Alley Closing Permit

This [permit](#) is issued for the temporary closure of a public right of way. Submittals for this permit type shall include a completed application and a dimensioned sketch of the street, sidewalk, or alley being closed and the road closure traffic control devices being utilized. For additional information concerning this permit type contact the City of Piqua [Engineering Office](#) at 937.778.2044.

Dumpster Permit

For additional information concerning this [permit](#) type contact the City of Piqua [Engineering Office](#) at 937.778.2044.

Block Way Permit

For additional information concerning this [permit](#) type contact the City of Piqua [Engineering Office](#) at 937.778.2044.

Special Use Permit

This permit is issued by the Planning Commission to authorize those uses listed in a zoning district as a special use and to allow said uses to seek zoning and building permit approvals. Submittals for this permit type shall include ten (10) complete sets of the construction documents (as described in the submittal type section of this document). For additional information concerning this permit type contact the City of Piqua [Development Office](#) at 937.778.2049.

Variance Permit

This permit is issued by the Board of Zoning Appeals to authorize an exception to the strict and literal enforcement of height, area, setback, parking, or sign regulations to allow the reasonable use of a property and the land, provided the use is in the best public interest and does not jeopardize the general health safety, or welfare of the City. Submittals for this permit type shall include ten (10) complete sets of the construction documents (as described in the submittal type section of this document). For additional information concerning this permit type contact the City of Piqua [Development Office](#) at 937.778.2049.

Water Connection Permit

This [permit](#) is issued to allow a private water service line to be connected to the public water distribution system. Submittals for this license type shall include a completed application. For additional information concerning this permit type contact the City of Piqua [Engineering Office](#) at 937.778.2044.

Zoning Permit

This permit is issued for the construction, conversion, enlargement, alteration, or reconstruction of buildings, structures, and general site improvements. For [residential](#) and [commercial](#) projects, submittals for this permit type include construction documents listed below. For additional information concerning this permit type contact the City of Piqua [Development Office](#) at 937.778.2049.

Construction documents to be included with a zoning permit application may include the following:

- Site Plan - A site plan drawn to scale showing the size and location of new construction and all existing structures on the site, including front, side, and rear yard setback dimensions, all property lines, distances from lot lines, the locations of the nearest streets, the established street grades, types and sizes of all utility lines, and the drainage paths.
- Foundation Plans – This document shall provide the details of the foundation system and include all details necessary to completely describe the foundation of the building.
- Elevations – This document shall provide the details of the exterior wall envelope and include all elevations necessary to completely describe the exterior of the building.
- Floor Plans – Complete floor plans, including plans of full or partial basements and full or partial attics. Floor plans show all relevant information such as door swings, stairs and ramps, windows, shafts, all portions of the means of egress, etc., and shall be sufficiently dimensioned to describe all relevant space sizes. Wall materials shall be described. The documents shall designate the intended use of all spaces.
- Wall Sections – Cross sections, wall sections details including typical sections as required fully describing the building construction showing wall, ceiling, floor, and roof materials. The construction documents shall describe the exterior wall envelope in sufficient detail to determine compliance with the building code.

- Structural Plans – Complete structural description of the building including size and location of all structural elements used in the design of the building and other data as required fully describing the structural system.
- System Descriptions – Complete description of the mechanical, electrical, and plumbing systems, including all location, materials, and sizes of all conduits, ductwork, piping, fixtures and equipment.

Permit Requirements by Project Type

Project Description	Permit Type(s) Required
Air Conditioning/Heat Pump Equipment – New or Replacement of Existing	Heating and Cooling
Curbs – In Public Right of Way	Curb and Sidewalk
Decks (less than 30" above grade)	Zoning
Deck (30" or more above grade)	Zoning, Building
Driveway Approach – In Public right of Way	Curb and Sidewalk
Driveway – Maintenance or Resurfacing	None
Driveway – New Construction or Expansion	Zoning
Electrical Circuits, Rewiring, or Extensions of Existing Circuits	Electric
Electrical Service – New Permanent Service	Zoning, Electric
Electrical Service – New Temporary Service	Electric
Electrical Service – Replacement of Permanent Service Including Reconnects After Fire or Other Event, But Not Including Reconnects After Payment of Outstanding Utility Bill.	Electric
Electrical Circuits or Wiring Related to the Installation of Spas, Hot Tubs, Saunas, or Swimming Pools (in ground or above ground).	Electric
Fences	Please call Development Office for more information
Fireplaces and Chimneys	Zoning, Building
Flag Pole	None
Foundation Replacement	Zoning, Building
Furnaces and Boilers – New or Replacement of Existing	Heating and Cooling
Gazebo	Zoning, Building
Garage, Attached or Detached	Zoning, Building, Electric (if applicable)
Greenhouse	Zoning, Building
Heating Stoves	Building
Hot Tub	Zoning, Electric
Irrigation System	Plumbing
Patio Slab – At Grade, No Foundation	Zoning

Patio Covers and Enclosures	Zoning, Building
Porches (less than 30" above grade)	Zoning
Porches (30" or more above grade)	Zoning, Building
Ramps (less than 30" in rise)	Zoning
Ramps (30" or more in rise)	Zoning, Building
Retaining Walls (less than 48" in height)	None
Retaining Walls (48" or more in height)	Zoning, Building
Residential Dwelling Unit Buildings or Structures – Including the Construction, Addition, Alteration, Movement, Remodel/Repair Involving Structural Element, Change in Use.	Zoning, Building
Roofs – Re-roofing Please see Miami County re-roofing policy	None
Roofs – New Roof Structure or Structural Repair of Existing	Zoning, Building
Sheds – One-Story Detached Accessory Structures 200 Square Feet or Less in Area, Including Utility, Tool, and Storage Sheds or Playhouses and Similar Uses.	Zoning
Sheds – Detached Accessory Structures More Than One-Story or More Than 200 Square Feet in Area.	Zoning, Building, Electric (if applicable)
Stairs (4 or less risers)	None
Stairs (more than 4 risers)	Zoning, Building
Swing Sets/Play Structures	None
Sidewalks – In Public right of Way	Curb and Sidewalk
Sidewalks – On Private Property	None
Satellite Dish/Antenna	None
Signs – Permanent On-Premise or Off-Premise Wall Mounted Advertising Signs	Zoning
Signs – Permanent On-Premise or Off-Premise Freestanding Advertising Signs	Zoning, Building
Signs – Temporary Off-Premise Freestanding Advertising Sign, I.e. Real Estate Signs, Political Signs, Contractor Home Improvement Signs, Etc.	None
Sump Pump	Plumbing
Swimming Pool – Permanent Above Ground	Zoning, Electric

Swimming Pool – Permanent In-Ground	Zoning, Building, Electric
Swimming Pool – Temporary (less than 6 months) Above Ground	None
Water Heater	Plumbing
Window Replacement (not altering the size of the opening)	None
Window Replacement (altering the size of the opening)	Building

General Information

The following section provides information for some of the more common improvement projects. If you have specific questions regarding any of these items, please contact the appropriate City office for additional information before beginning your project.

[Accessory Buildings/Structures](#)

An accessory building/structure includes a detached garage, storage shed, gazebo, pool house, etc. If a building or structure has a permanent foundation, it cannot be located within any easement. Structures or buildings with an open foundation should include a barrier guard to prevent small animals from accessing the area beneath the structure or building. An accessory building/structure typically is not permitted to exceed a maximum height of fifteen (15) feet and require a three (3) foot minimum setback from the side and rear property lines. Accessory buildings or structures are only permitted in the rear yard.

[Satellite Dishes/Antennas](#)

For most residential applications, a permit is not necessary for the installation of a television or radio antenna, satellite dish, or any antenna tower for the individual homeowners use. Each of these items may be located in the side or rear yards of the property in accordance with the minimum setback requirements for the zoning district in which the property is situated, and provided towers do not exceed 50 feet in total height. Prior to installation please contact the [Development Office](#) to verify the setback requirements for your property.

[Debris](#)

All exterior property areas and premises shall be maintained in a clean, safe and sanitary condition, free from any accumulation of rubbish or garbage. Items such as tires, auto parts, building materials, brush piles, paper and cardboard are prohibited.

[Driveways/Parking Spaces](#)

Parking areas and driveways shall be installed with a hard surface, such as asphalt, concrete or brick that is of sound construction and properly maintained to prevent cracking, crumbling, or separation. An aggregate material bordered by railroad ties or similar border treatment may be permitted in a rear yard area. A minimum setback of three (3) feet is to be maintained between all driveways and parking areas and the nearest lot lines. Driveways may cross a front yard area to access a permitted off-street parking area; however, parking areas may not be permitted in a required front yard setback area.

Fences

A permit is not necessary for the installation of a fence in the City of Piqua. When located in a front yard, a fence may have a maximum height of 42 inches and should be constructed to allow for visibility through the fence line. Wrought iron, picket, and split rail are just a few examples of an appropriate fence types for a front yard. Fences in the side or rear yard may have a height of up to six (6) feet and may be a privacy fence type construction. It is the property owner's responsibility to make sure fences do not encroach onto neighboring lots. The City does not provide services to determine the location of property lines. If you have any questions regarding where your property lines are located, we encourage you to have your property surveyed.

Garage Sale

Occasionally, homeowners will have a garage sale to sell household items. A temporary sign for a garage sale may be placed on the property where the garage sale is being held. Off-premise advertising is prohibited and is not permitted to be located within the public right of way on trees or utility poles or in tree lawn areas.

Grass Height/Yard Waste

Residents are encouraged to recycle their grass clippings and yard waste by using it as mulch or compost material. Mulching grass clippings is healthy for the yard and is a good recycling technique. Lawns must be maintained so the grass height does not exceed 8" or otherwise become overgrown. The City offers free leaf pickup every fall. Residents are asked to rake their leaves to the curb for pickup. Tree limbs not exceeding size (6) feet in length may be bundled up and placed at the curb for pick-up.

Home Occupations

A home occupation is any activity carried out for financial gain by a resident and conducted as an accessory use of the resident's dwelling unit. A home office, sewing or tailoring, computer programming, and tax examination are examples of permitted home occupations. Babysitting or care of children may be considered a home occupation provided not more than six (6) children are being supervised and is not considered a day care facility licensed by the State of Ohio. A home occupation can occupy up to twenty-five percent (25%) of a residence. A garage, whether attached or detached, cannot be used for a home occupation, or in conjunction with a home occupation. For additional information regarding home occupations, please contact the [Development Office](#).

Junk Vehicles

A vehicle that is not capable of legal operation on a public street is considered a junk vehicle. Examples include unlicensed vehicles, or vehicles that are inoperable, partially dismantled, or wrecked. Junk vehicles may not be parked or stored on any property or public street in the City. A homeowner's vehicle that is within an enclosed garage where it is undergoing repair or restoration is not considered a junk vehicle.

Peeling Paint

The exterior siding, trim or moldings of a building or structure shall be protected from the elements by paint or other protective covering. Such surfaces shall be kept clean and free of flaking, loose or peeling paint.

Recreational Vehicles and Utility Trailers

A recreational vehicle includes a motor home, travel trailer, camper, boat, jet-ski, and other similar vehicle for recreational purposes. A recreational vehicle or a utility trailer may be parked in the side or rear yard of a residential property on an approved and paved parking surface. Please contact the [Development Office](#) for additional information.

Signs

The following signs may be installed on any residential property without obtaining a sign permit:

- A sign, up to two (2) square feet per side, identifying the address.
- A real estate, garage sale, yard sale, or auction sign up to six (6) square feet in area.
- A political sign up to six (6) square feet in area.

Prohibited signs include:

- Lead-in or directional signs (signs located off premises).
- Signs placed in the public right-of-way (from the back of public sidewalk towards the street) are prohibited.

Swimming Pools

A zoning permit must be obtained from the [Development Office](#) prior to the construction of a permanent above ground or in-ground swimming pool. A building permit is also required for an in-ground pool and an electrical permit is required any time when a new electrical circuit is to be installed to the mechanical equipment incidental to the pool. The pool must be located in the rear yard, be setback ten (10) feet from any property line, and outside of any

easement area. Additionally, a pool cannot be beneath or nearer than ten (10) feet to any overhead utility line or nearer than five (5) feet to any below grade utility line. A physical barrier at least 48 inches in height, with self-closing and self-latching gates at any openings, must enclose all swimming pools with a water surface area greater than 150 square feet. The wall of an above ground pool may serve as all or part of the barrier requirement provided the access ladder is lockable in an upright position.

Useful Resources

[City of Piqua Charter and Ordinances](#)
[Code Piqua Development Code Update](#)
[Strategic Planning City page](#)
[Zoning/Development Maps Tool](#)
[City Department Contact page](#)
[Historic Buildings Design Standards](#)
[Community Bulletins](#)

Planning Documents

[Plan It Piqua Comprehensive Plan \(2007\)](#)
[Riverfront Redevelopment Strategy \(2013\)](#)
[Placemaking Initiative \(2017\)](#)
[Brownfield Action Plan \(2012\)](#)
[Historic East Piqua Master Plan \(2015\)](#)

More Links

[Miami County Building Regulations](#)
[Miami County GIS](#)
[Miami Valley Regional Planning Commission](#)
[Mainstreet Piqua](#)
[Miami Valley Trails](#)
[Bike Piqua](#)
[Bike Miami Valley](#)
[Great Miami Riverway](#)
[Miami Conservancy District](#)
[Miami County Auditor](#)

CONTACT INFORMATION

<u>Development/Planning and Zoning</u>	937.778.2049	<u>Miami County Building/Electrical/Mechanical</u>	937.440.8075
<u>Health/Plumbing/Contractor Registration</u>	937.778.2060	<u>Water Distribution</u>	937.778.2090
<u>Storm Sewer</u>	937.778.2095	<u>Sanitary Sewer</u>	937.778.2088
<u>Electrical Distribution</u>	937.778.2077	<u>Stormwater Management/Engineering</u>	937.778.2044

Last Updated October 2020