



Richland Public Health

555 Lexington Ave., Mansfield, OH 44907

419-774-4500 • www.richlandhealth.org

Division of Environmental Health / Plumbing 419-774-4520 • Fax 41-774-0845

Plumbing Department Procedures

Plan Review

Permit Application

Inspection

Plan Review Procedures

1. Application must be made on the plan review form provided by the department; plan review application can be found on Richland Public Health website. (www.richlandhealth.org)
2. Two sets of prints must be provided with the design professional seal and signature with the plan review application filled out entirely. You may also submit plans and application by Email envhealth@richlandhealth.org. If the plans and application are emailed the plan review fee can be paid by calling our office at (419-774-4520).
3. No prints will be reviewed until the fee is paid. If paying by Credit card there will be convenience fee assessed. We accept American Express, Discover, Master Card, and Visa. **The plan review fee is non-refundable.**
4. Prints will be reviewed within 30 working days of receipt of the plan review application.
5. Upon notification of approval, prints must be picked up at our department.
6. **One set of approved prints must be left at the jobsite** for the inspector to review and reference back to during the inspection.
7. In all cases, work must be completed according to the Ohio Plumbing Code and approved plans.

Plumbing Permit Procedures

- 1.** No plumbing work (installation, alteration, relocation, replacement, addition to) shall be done until a permit has been issued by our department. If plumbing work is started without a permit a penalty will be assessed.
- 2.** No permit application will be accepted without the accompanying Payment, Incorrect fees or any incorrect or incomplete permit application may be returned for correction.
- 3.** Address must be complete on all Permit application.
- 4.** Permit applications must be signed by the licensed Plumber or his designees.
- 5.** The Permit will be issued within two business days of receipt of permit application.
- 6.** No new permits will be issued to a plumber owing outstanding fees or expired permits with no final inspection completed.

Inspection Procedures for Plumbers

1. One set of approved commercial prints must be on the jobsite for the inspector to review and reference back to during the inspection.
2. All jobsites must have safe and adequate entry or no inspection will be done. (a re-inspection fee will apply)
3. All plumbing inspections shall be scheduled by calling the 24 hour inspection line at 419-774-4554, leave the following information - permit #, address, type of inspection, plumber/company name and phone #. If calls are received **by 7:00 a.m.** that morning we will complete the plumbing inspection that same day **if possible**.
4. All permit fees must be paid in full before any final inspection is completed.
5. The plumbing system being inspected shall be ready for all tests prior to the inspector's arrival. The Inspector will not be able to wait while the contractor puts the test on or fixes leaks.
6. The plumbing contractor shall remain at the jobsite during inspection.
7. Any failed, missed or extra inspection will require an additional re-inspection fee to be paid. **No re-inspections will be made until payment of the fee is paid.**
8. Address on the jobsite must be visible; the Inspector is not responsible for missed inspections due to inadequately marked jobsite.
9. No payments will be accepted in the field. **(NO EXCEPTIONS)**
10. When the job is complete and has final approval the water authority will be notified for the meter to be set, if required, (Mansfield City Only)
11. On all commercial jobs a final letter is sent to the plumber.
12. Our office will send all owner/occupants a letter on water heater permits and our procedure to set up an inspection.