



BUILDING A NEW SINGLE OR MULTIFAMILY HOME

Building a home is a major project which requires a number of permits prior to occupancy. If you are building a new one-family, two-family, or multi-family home in Riverside, you will need a Zoning Permit from the City and building permits from Montgomery County.

The Zoning Inspector will issue a Zoning Permit after reviewing to make sure the application and site plan of the proposed dwelling and any accessory use, i.e. a garage, meet a number of developmental standards established by the Zoning Ordinance. The approved Zoning Permit is then taken to Montgomery County to obtain the applicable building permits.

The Montgomery County Division of Building Regulations conducts all building inspections for the City of Riverside. Building inspectors ensure that uniform minimum standards for new construction are met. Some of the areas addressed include structural integrity, electric wiring, plumbing, mechanical systems (HVAC), and materials used for foundations, walls, and roofing.

All inspection requests from the County must be made at least one (1) day in advance by calling 937-225-4622. You may then call the morning of your scheduled inspection to obtain a time (within a two-hour block) of when the inspector should arrive. Please contact Montgomery County for more information regarding the building inspection and permit process.

PROCEDURE

1. Obtain and complete an Application for Zoning Permit. Submit this with three (3) copies of the required site plans. Accompanying site plans must illustrate how all height regulations, lot area, width, and yard requirements are met for the principal dwelling and any accessory uses.
2. Include with your site plans, all plans to construct or modify any curb, gutter, approach or other part of the public right-of-way. These inspections are done by the Riverside Service Department. The Services Inspector must be notified at least two (2) days in advance before such work is scheduled to begin.
3. After review, you will be notified that the permit is ready to be picked up. A fee of twenty-five dollars (\$25.00) shall be paid by the applicant to the City of Riverside by cash, check, or money order when you pick up your permit. Two copies of the site plans will be returned with your permit.
4. An approved Zoning Permit and the two copies of the approved site plans are then taken to Montgomery County to apply for the building permits needed to begin construction. Contact Montgomery County Division of Building Regulations for applicable building inspection fees at 937-225-4622.
5. Complete water and sewer tap-in applications and pay related fees through Montgomery County.

QUESTIONS

If you have any questions or need assistance meeting the procedural requirements, or in preparing applications, please contact:

Zoning Inspector
City of Riverside
1791 Harshman Road
Riverside, OH 45424-5017
Phone: 937-233-1801 ext. 603
Fax: 937-237-5965
Email: zoning@riverside.oh.us

Services Inspector
City of Riverside
1791 Harshman Road
Riverside, OH 45424-5017
Phone: 937-233-1801 ext. 641
Fax: 937-237-5966
Email: servicedept@riverside.oh.us

Division of Building Regulations
Montgomery County Administration Building
451 West Third Street
Dayton, OH 45422
Phone: 937-225-4622
Fax: 937-225-6327

